RENAISSANCE LEARNING

Renaissance Place™ Software Manual

Renaissance Learning
P.O. Box 8036
Wisconsin Rapids, WI 54495-8036

Telephone: (800) 338-4204
(715) 424-3636
Outside the US: 1.715.424.3636

Fax: (715) 424-4242

Email (general questions): answers@renaissance.com
Email (technical questions): support@renaissance.com
Website: www.renaissance.com

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As technology advances it becomes necessary for software companies to drop support for older operating systems and third-party software. It is the responsibility of the customers to keep their computers, networks, operating systems, and third-party software up-to-date and functional. Although Renaissance Learning will not discontinue support for older products immediately, we will continue to evaluate system requirements and do our best to provide advance notice when it becomes necessary to raise our requirements.

3/2015 RP

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I've added my classes, but I can't see them in the reports, Assignment Book, or Record Books for my products, and when students log in, they see a message saying they are not enrolled. 260

Some students are seeing messages that say their accounts are locked when they try to log in, or personnel and parents are seeing messages about invalid user names and passwords. 260

When I log in to Renaissance Place after someone else on a computer, the previous person's user name is shown at the top of the page after I log in. 260

When I try to add a student, the page says the user name or ID already exists. 261

The same student is in the software more than once. 261

When I print a report from Renaissance Place, either the page is blank or there is a printer error. 261

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Students who are working in the software see messages about another window or popup blocking software. 262

Some links in the software have a yellow triangle with an exclamation point next to them, or they are not available and a red circle with a line through it appears next to them. 262

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Welcome to Renaissance Place

Thank you for choosing one or more of the following Renaissance Place software products:

- Accelerated Math
- Accelerated Reader
- English in a Flash
- KeyWords
- MathFacts in a Flash
- STAR Early Literacy
- STAR Math
- STAR Reading
- STAR Reading Spanish

How It Works

You can use Renaissance Place to add, edit, or delete information about your district, school years (including marking periods and days off), personnel (including teachers), students, courses, and classes; you can also edit school information. This information is used by the Renaissance Place products that you have purchased.

You can also customize the capabilities that each group of users has, customize login and security settings, and set data editing restrictions.

Renaissance Place also includes reports that help you analyze how your students are performing in one or more of your products.

Most Renaissance Place links are listed under the products on the Home page in the software; the Summary Dashboard and Consolidated Reports are listed separately under Dashboards and Reporting.

Getting Started

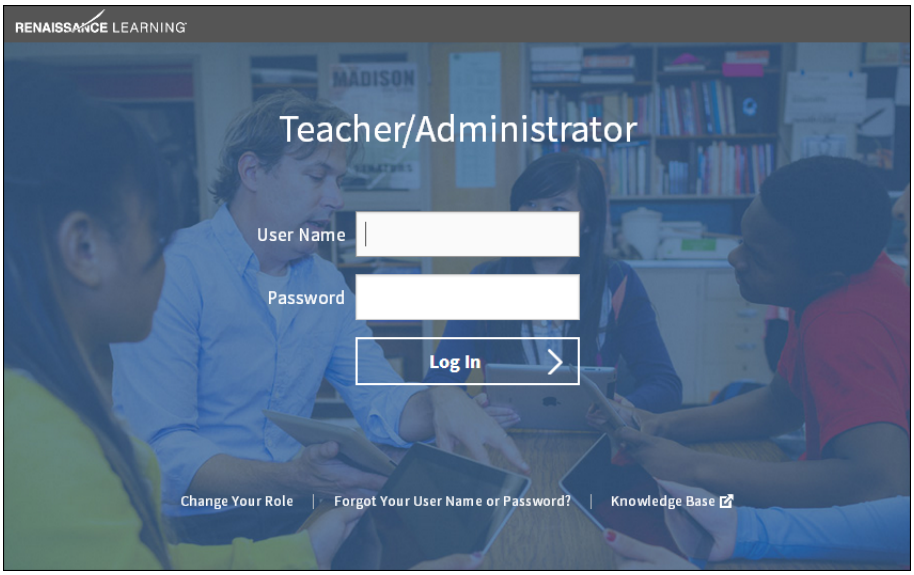
Logging In (Personnel)

User names and passwords are not case-sensitive, *but if your CAPS LOCK is engaged, symbols could be substituted for numbers, causing the software not to recognize the user name or password.*

Use these instructions to log in to Renaissance Place and access programs in Renaissance Place.

1. Start the web browser and go to the Renaissance Place address (URL).
2. On the Renaissance Place welcome page, select **I'm a Teacher/Administrator**.
3. Enter your user name and password.

   Note: You may be able to use the Forgot Your User Name or Password link if you have forgotten your user name (see page 72) or password (see page 71).



4. Select **Log In**. You will go to the Home page.

   If the Home page opens, you have successfully logged in. See page 3.

   Note: If the Login Settings page opens, one of two things has happened. Either your system administrator wants you to change your password for security reasons or you haven't changed it in a year and the software requires it. Be sure to enter your email address and security questions on the Login Settings page so that you can reset your password if you forget it (see page 71) or retrieve a forgotten user name (see page 72).

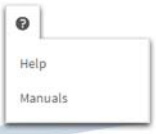
Tour of the Home Page

The dashboards and reports give you a way to quickly get an overview of how your school(s) are performing.

If you belong to more than one user group, or are assigned to more than one school, use this drop-down list to change your role (or to log out).

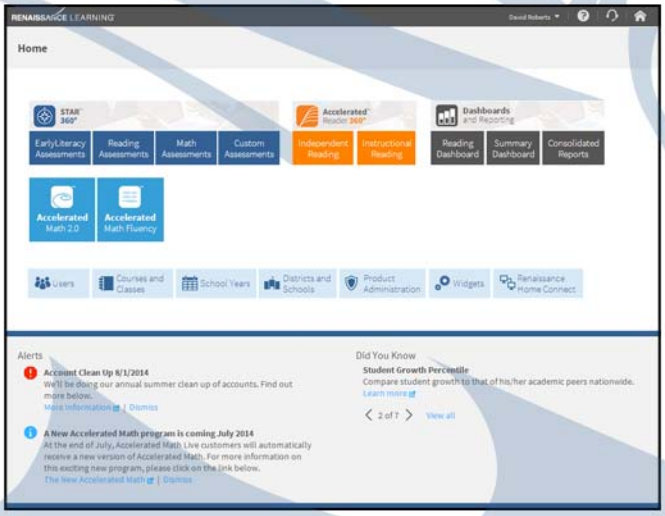
For help, select the **?**, then:

- Select **Help** to open a help page related to the software page you're viewing.
- Select **Manuals** to access all the products' software manuals.



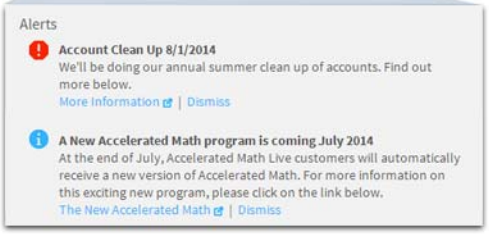
Each program used by your school is listed on the Home page. Select a program to see links that allow you to go to specific program features. For in-depth explanations of its program features, see each program's help or software manual.

If you have a Renaissance-U icon, you can select that to access professional development through self-paced online tutorials and activities. You can read more about Renaissance-U at www.renaissance.com/Products/Renaissance-U.



Select the live support icon to chat with a member of our support staff.

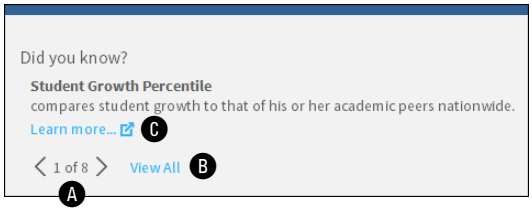
Select the home icon to return to the Home page.


Alerts
Account Clean Up 8/1/2014
We'll be doing our annual summer clean up of accounts. Find out more below.
More Information | Dismiss
A New Accelerated Math program is coming July 2014
At the end of July, Accelerated Math Live customers will automatically receive a new version of Accelerated Math. For more information on this exciting new program, please click on the link below.
The New Accelerated Math | Dismiss

Alerts let you know when there is new information about your software or if it needs administrative attention (for example, a subscription renewal).

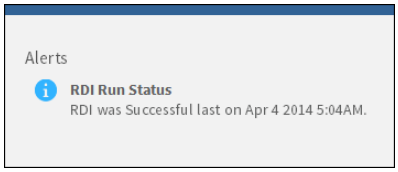
Did you know? articles provide information about program functions and resources to help you use the software more effectively.

Did You Know?



On the bottom of the Home page, the Did you know? area displays information about program features to help you use the software more effectively. The software will automatically cycle from one topic to the next each time the Home page is refreshed. You can click the left or right arrows Ⓐ to move through the topics at your own pace, or you can click **View All** Ⓑ to go to a new page where all the current topics (and some of the previously featured items) can be seen. For each topic, you can click **Learn more** Ⓒ to get more in-depth information about that feature.

Alerts



When you log in to Renaissance Place, you will see an Alerts area on the bottom of the Home page. You may see one or more alerts, depending on your role:

There are three types of alerts:

- **General product information** : Inform you of new product features or other changes to your software. For example, if the server hosting Renaissance Place for you will be undergoing maintenance, you would be notified in an alert.
- **Action necessary** : You must take specific action in the software. For example, if a parent has requested access to Renaissance Place, you will see an alert here so you can view the request and choose to accept or deny it.
- **Immediate attention** : You must take immediate action. For example, if the terms of the Renaissance Place License Agreement change, you will need to agree to the new terms before you can use the software.

Alerts will have whatever links are necessary for you to take action, view more information, or dismiss the alert. A few alerts require special attention:

- **License agreement alerts:** District administrators and school administrators will be presented with a notice that they must view and accept the terms of the Renaissance Place License Agreement. They will be provided with a link to view the license; on the license page, they can choose to accept or not accept the agreement.

- If an administrator-level user does not accept the agreement within 30 days after the alert first appears, the alert will appear on the Home pages for district staff, school staff, and teachers. At least one user per site must agree to the license agreement.
- **Subscription alerts:** When 90 days remain before your subscription runs out, an alert appears to remind you. This alert can be dismissed, but it will reappear again when the subscription is down to 60 days, then 30, then 15. During this time frame, if your subscription is renewed, Renaissance Learning will enter the new subscription code, and this alert will not reappear until 90 days prior to the end date of the new code (next year).
- **School year alerts:** District administrators and district staff will see an alert if a school year has ended and no new school year has been added yet. The alert will remain until you add the next school year.

Navigating the Software

The navigation bar at the top of each page shows you where you are in the software, as shown here.

If you need to go back to a previous page, use the links in the navigation bar rather than the web browser's Back button, which can sometimes give you unexpected results. For example, if you're on the Manage Schools page and want to go to the Home page, select **Home** in the navigation bar.

Switching Roles from the Home Page

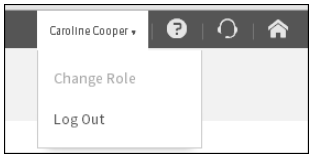
You may also see the Change Role option if you have been given extra capabilities, *even if you don't have more than one role in your school or district. If you have been granted more capabilities and you don't see the links you need, check for the Change Role option from your Home page and choose the role that applies to the task. For more about capabilities,* *see page 56.*

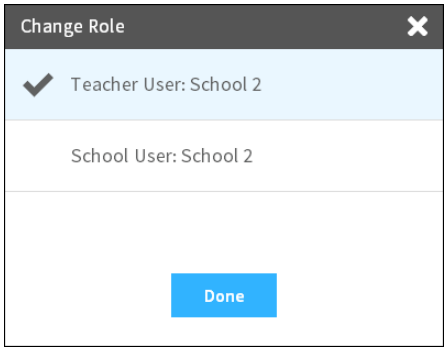
Some people in your district or school may be assigned more than one role, or they may be assigned to more than one school. For example, the librarian in the high school might also teach a class in one of the middle schools.

Renaissance Place keeps track of these multiple roles and school assignments. You can switch between roles or schools after you log in or any time while you are using the software. The role or school you choose may affect the links you can see in the program.

People normally change their user types or location in order to perform tasks in the program that are restricted to specific user groups. If you are trying to perform a task and finding you don't have access, try switching your user type in the drop-down list.

On the Home page, select your user name, then select **Change Role**. Then, choose the role you want to work as and click **Done**.





Tools to Help You with Renaissance Place

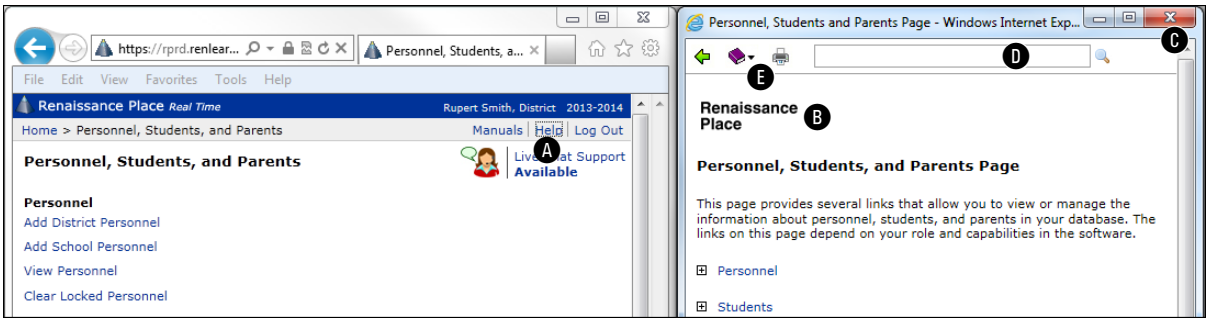
You'll find many tools in the software to help you learn how to use Renaissance Place:

- Help in the software (see below)
- Manuals and other documents (see page 7)
- Live Chat Support (see page 9)
- Training (see page 10)

Help in the Software

To access the help, select **?** on the Home page or **Help** in the upper-right corner of any other page. The help opens in a separate tab or window.

When you click Help on most pages, the help will look like the example below.


Personnel, Students, a...
File Edit View Favorites Tools Help
Renaissance Place Real Time
Rupert Smith, District 2013-2014
Home > Personnel, Students, and Parents
Manuals Help Log Out
A
Personnel, Students, and Parents
Available
Personnel
Add District Personnel
Add School Personnel
View Personnel
Clear Locked Personnel
Personnel, Students and Parents Page - Windows Internet Exp...
C
D
E
Renaissance Place
B
Personnel, Students, and Parents Page
This page provides several links that allow you to view or manage the information about personnel, students, and parents in your database. The links on this page depend on your role and capabilities in the software.
Personnel
Students

A The **Help** link is on every page in the program. Click it to get more information about the page currently displayed in the program.

B This logo lets you know you're in the Renaissance Place help. If you go to another program's help, the logo for that program will appear.

C To close the help, use the close button.

D To search, use the search field at the top of the help page. Enter words to look for in the help, and click the search icon to see the results. When you do this, the program searches the help for all the available Renaissance Place programs. Since the search covers all available help, this is the best way to find what you need.

E To navigate the help, use the icons at the top of the help page:

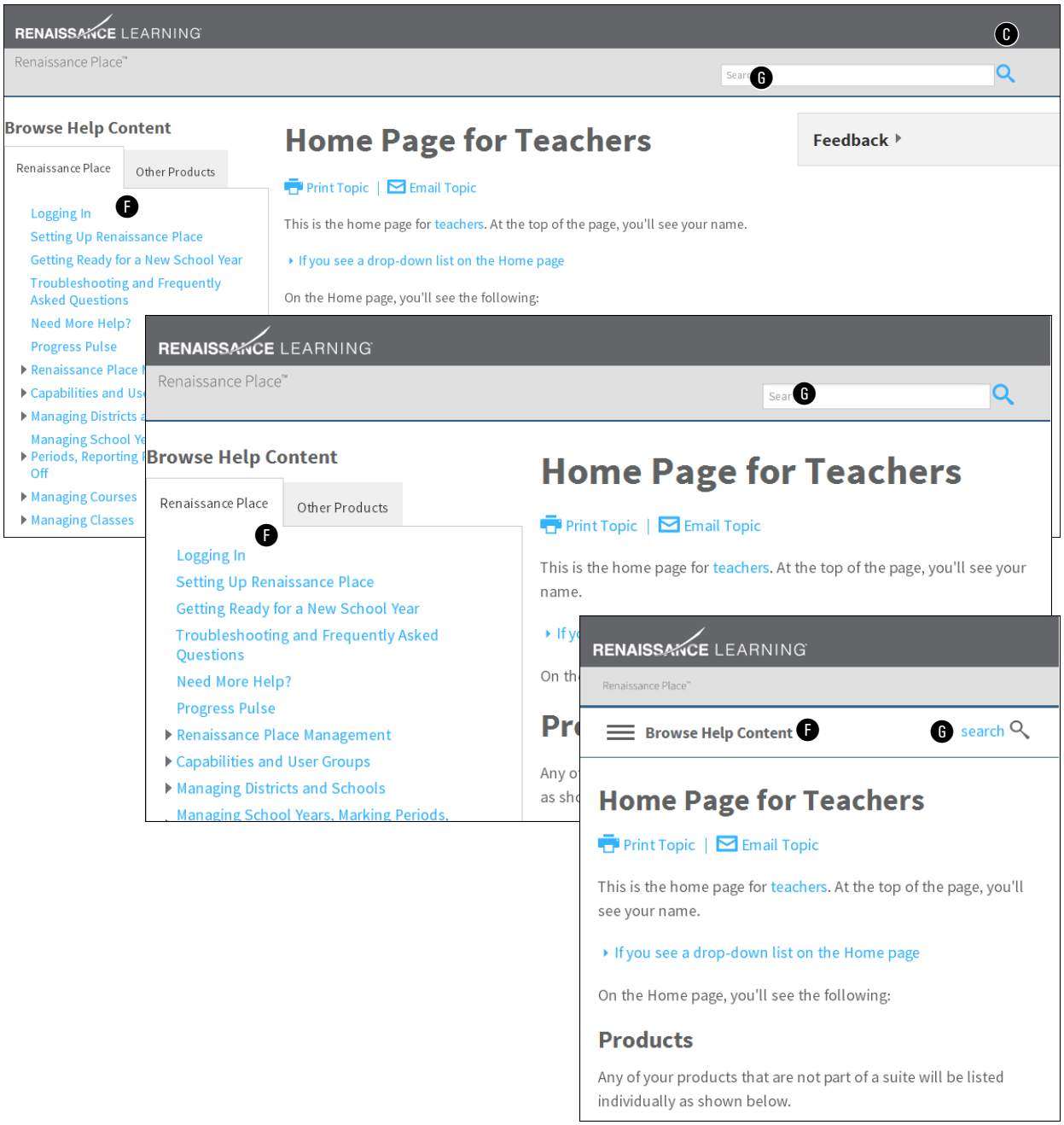
To view previously selected help, click the back arrow.

Click the book icon and choose **Contents**, **Index**, or **Other Help**.

- **Contents:** Displays the table of contents for the current product help.
- **Index:** Displays an alphabetical list of topics for the current product help.
- **Other Help:** Takes you to a page where the Renaissance Place products available on this server are listed, including Renaissance Place. When you click on one of the products, the Contents for that product's online help will open.

To print the current help topic, click the print icon.

When you click **?** on the Home page, the help looks like the examples below (depending on your screen or window size). Use the Contents (F), Search (G), and Related Topics to find the information you need. Use the **Other Products** option to go to help for another Renaissance Place product (such as Accelerated Reader). You can provide feedback if you have comments or questions.


RENAISSANCE LEARNING
Renaissance Place™
C
G
Browse Help Content
Renaissance Place
Other Products
F
Logging In
Setting Up Renaissance Place
Getting Ready for a New School Year
Troubleshooting and Frequently Asked Questions
Need More Help?
Progress Pulse
Renaissance Place Management
Capabilities and User Groups
Managing Districts and Schools
Managing School Years, Marking Periods,
Home Page for Teachers
Feedback
Print Topic | Email Topic
This is the home page for teachers. At the top of the page, you'll see your name.
If you see a drop-down list on the Home page
On the Home page, you'll see the following:
Browse Help Content
search
Products
Any of your products that are not part of a suite will be listed individually as shown below.

Manuals and Other Documents

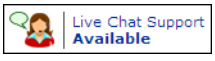
To access the software manuals and other useful documents, select **Manuals** in the upper-right corner of any page. (On the Home page, click **?**, then **Manuals**.) Selecting that link lists the documents available for the Renaissance Learning products on your site. For Renaissance Place, you'll find these documents helpful:

Document	Includes:
Renaissance Place Software Manual	▸ General information about the program ▸ Step-by-step instructions for working with the program ▸ Procedures for managing information about your district, school years, schools, courses, classes, personnel, and students and about changing capabilities for users ▸ Instructions for consolidating data and generating reports ▸ Procedures for setting login, security, and data editing preferences
Renaissance Place Tips for Getting Started	▸ Helpful hints to help you start using the program and adding your courses, classes, personnel, and students
Renaissance Place Tips for Consolidated Reports and the Dashboard	▸ Helpful hints for consolidating data, running reports, and using the Dashboard
Getting Ready for a New School Year	▸ A checklist of software tasks that you need to do to prepare for the school year
How to Read a Math Implementation Report	▸ Information to help you interpret data in the Renaissance Place Implementation Progress and Status Reports
How to Read a Reading Implementation Report	▸ Information to help you interpret data in the Renaissance Place Implementation Progress and Status Reports

Live Chat Support

If the link shows that Live Chat Support is unavailable, *this means that there are no representatives available to chat right now. Refresh your web browser to see if the status changes to "available."*

Select the chat icon in the upper-right corner of the Home page or **Live Chat Support** on other pages to chat with a member of our support staff. By default, you can access chat from any Renaissance Place page; however, district administrators can set a preference to make it accessible from the Home page only or to turn it off entirely:



1. On the Home page, select **Product Administration**.
2. Select **Manage Live Chat Support** on the Product Administration page.

3. On the Manage Live Chat Support page, choose from the following options:
   - **On:** the link is shown on all Renaissance Place pages (this is the default setting).
   - **Off:** the link is not shown on any page.
   - **Home Page Only:** the link is shown only on the Home page.
4. Select **Save** to save your changes, or select **Cancel** to leave this page without saving your changes.

Training

On the Renaissance Learning Customer Center (www.renaissance.com/Customer-Center), you can find recorded web seminars and on-demand sessions to help you learn more about Renaissance Place software.

Renaissance Learning also offers on-site and remote technical consulting and training to help you better manage the technical aspects of your implementation, or assess your technical environment with our Educational Technology Assessment service. For more information, including pricing, call (800) 338-4204.

Need More Help?

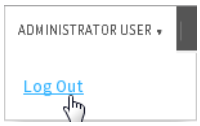
- **Knowledge Base:** Search the Renaissance Learning Knowledge Base on the web at support.renaissance.com/techkb/ for technical support information.
- **Email:** Send general questions to answers@renaissance.com; send technical questions to support@renaissance.com.
- **Phone:** Call (800) 338-4204 for assistance. Outside the US, call 1.715.424.3636.

Logging Out and Closing the Software

Automatic logout after 80 minutes. *If you don't use any Renaissance Place product for about 80 minutes, you'll automatically be logged out and you'll have to log in again when you return to the software.*

When you've finished working in Renaissance Place, log out to keep your data secure.

1. On the Home page, select your user name, then select **Log Out**. On other pages, select **Log Out** in the top-right corner of the page.



2. Close your web browser to close the software.

Setting Up Renaissance Place

This section tells you how to set up your Renaissance Place data when you first start using the software.

Importing Data from Other Sources

Before you go through the checklists below, consider whether you can bring in some information from another program. If you have other software with student, teacher, course, and class information in it, you may be able to get the data into Renaissance Place by doing one of the following:

- Import data using the Renaissance Place import feature (see “Managing Data Imports” on page 217).
- Purchase Renaissance Data Integration Services (RDI) to automate data entry between your Student Information System and Renaissance Place. You can choose between the nightly file exchange process of RDI or the Live SIF Agent to handle the user accounts and management of students, courses, classes, and rosters. Contact your Renaissance Learning Sales Representative for more information.

Setup Checklist for District Administrators, School Administrators, and Non-Teaching Staff

To set up Renaissance Place for the first time, use the checklist below. In some cases, Renaissance Learning may have done some of these tasks for you.

Note: If district personnel will be adding students or having them imported, school personnel should wait until this is done before adding any students to avoid adding the same students more than once.

	Task	Usually Performed By[a]					Where to Go for Instructions
		District		School			
		Admin	Staff	Admin	Staff	Teacher	
☐	Add the marking periods for each school (used for goals and reports).	✓	✓	✓	✓		Page 15
☐	Add the days off during the school year for each school (used for report calculations).	✓	✓	✓	✓		Page 18
☐	Set reporting periods for Consolidated Reports (**district administrators or school administrators only**).	✓		✓			Page 20
☐	Add all personnel who will be using the software or import their information.	✓	✓	✓			Page 22
☐	Add the students who will be using the software or import their information.	✓	✓	✓			Page 24
☐	Add the courses of study, which stay in the database for your school from year to year.	✓	✓	✓	✓		Page 25

	Task	Usually Performed By[a]					Where to Go for Instructions
		District		School		Teacher	
		Admin	Staff	Admin	Staff		
☐	Add the classes for this school year to the courses. Classes must be added every year. As you add the classes, select the primary teacher and the products the class will use, and add the students. (If you imported classes, edit them to select the teacher and products and add the students.)	✓	✓	✓	✓		Page 26

a. Based on the capabilities that users in this group usually have (see page 56). If your administrator has given you more capabilities, you may be able to do these tasks even if you do not see a check mark for your group here. If you have the Change Role option available from your Home page (see page 6), you may need to choose a different role before you can do some tasks.

Setup Checklist for Technology/Computer Coordinators

To find many of the documents listed in the third column below, select **Manuals** in the upper-right corner of any page in Renaissance Place. (On the Home page, select **?**, then **Manuals**.)

	Task	How to Start the Task	Where to Get More Information
☐	Check for the Renaissance Place downloads and third-party software that you need on any new or updated computers that will be used with the Renaissance Place software. Make sure that you check both teacher and student computers. You must be logged in to each computer with the rights required to install software for all users.	On each computer, select **Check Software Requirements**. Then, select **Downloads**.	Page 29
☐	Make sure each computer that will be used with the Renaissance Place software has a shortcut or favorite set up that points to the current Renaissance Place address.	Follow the instructions for your computer's operating system and/or browser.	—
☐	If you are using AccelScan scanners with Accelerated Math, make sure they are connected to the computers where they will be used.	Using the cable provided, connect each AccelScan to the computer where it will be used. If you are using an 1100 USB scanner, install the AccelScan drivers.	▸ *Accelerated Math Software Manual* ▸ *AccelScan User's Guide*
☐	If you will be using either NEO 2s or Renaissance Responders with Renaissance Place software (Accelerated Math, Accelerated Reader, MathFacts in a Flash, and/or KeyWords), make sure the Renaissance Receivers are connected to the correct computers.	Using the cable provided, connect each Renaissance Receiver to the computer where it will be used. Using the Renaissance Wireless Server Utility, set the Network Name, and set the Renaissance Place address if necessary.	▸ *NEO 2 Quick Guide* ▸ *2Know! Setup and Resource Guide* ▸ *Accelerated Math Software Manual* ▸ *Accelerated Reader Software Manual* ▸ *KeyWords User Manual* ▸ *MathFacts in a Flash Software Manual*

	Task	How to Start the Task	Where to Get More Information
☐	If you will be using Accelerated Reader for iOS on the iPad, iPhone or iPod touch or STAR for the iPad, make sure: ▸ The app is downloaded on each device. ▸ You have connected the app to Renaissance Place.	You can get the app for each device in the app store. To establish settings, connect to Renaissance Place on one device, then share those settings with all of the other devices.	▸ *Accelerated Reader Software Manual*

Defining Marking Periods

Who Can Do This?
☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☐ Teachers
Learn more about capabilities on page 56.

By defining the marking periods used in your schools, you will make it possible to:

- select them when you add classes that do not last the entire school year
- print reports that focus on specific marking periods
- set goals in some Renaissance Place products, such as Accelerated Reader or Accelerated Math

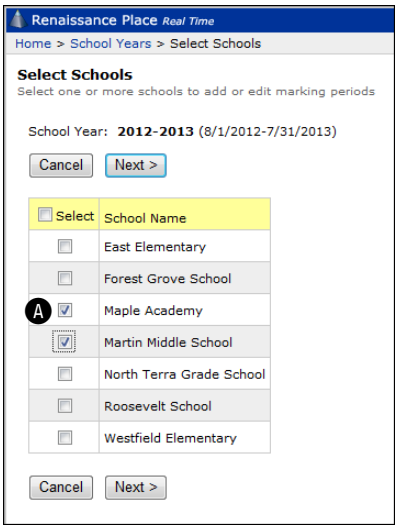
Note: You can only add or edit marking periods in the current school year or a future school year. If you are viewing a *past* school year, links for adding or editing marking periods will not be available (see "Viewing Marking Periods" on page 50). They will be replaced with links for viewing the marking period information.

To add marking periods, follow these steps:

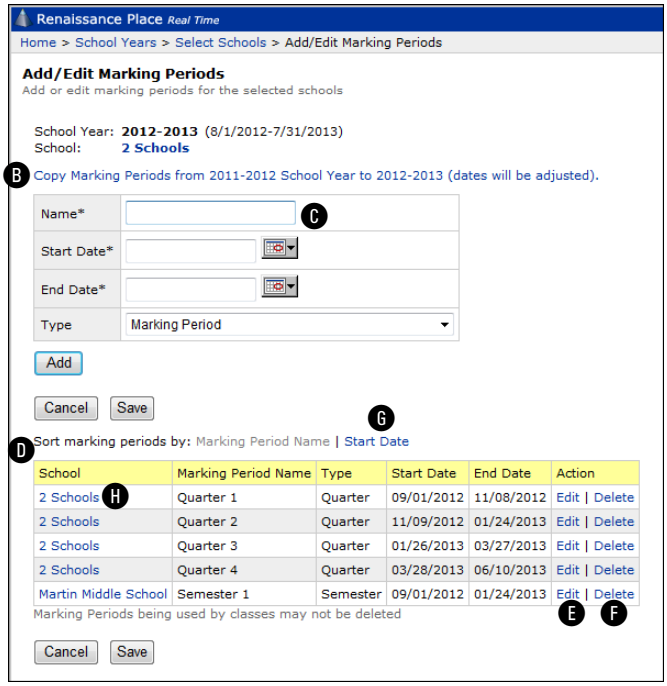
1. If you want to add, edit, or delete marking periods for a future school year, you must choose to work in that school year first (see page 47).
2. On the Home page, select **School Years**.
3. Select **Add/Edit Marking Periods** on the School Years page.

If you are a school administrator and you have access to more than one school*, choose the Change Role option from your Home page to choose your role at the school you want to work with before following these steps. For more information, see* "Switching Roles from the Home Page" on page 6.

4. If you are a district administrator or district staff member, on the Select Schools page, check the box for each school that needs marking periods set or changed Ⓐ. Then, select **Next >**.



5. On the Add/Edit Marking Periods page, enter the information for the marking periods:
   - If you see the **Copy Marking Periods** link Ⓑ, you can select it to copy marking periods from the previous school year. This link is not available if there are no marking periods to copy or you have already copied them.
   - To add a marking period, enter the name, start date, and end date in the blank fields Ⓒ or select the calendar buttons to select the dates. Use the **Type** drop-down list to choose the type of marking period. Then, select **Add**. As you do this, the marking periods will be added to the list at the bottom of the page Ⓓ.
   - To change a marking period you have added, select **Edit** for that marking period Ⓔ. The marking period's information will appear in the fields at the top of the page so you can make changes, and the Add button will change to Update. Select **Update** when you are done with your changes. (The button will change back to Add.)
   - To delete a marking period, select **Delete** Ⓕ for that marking period.
   - To re-sort the list by start date, select **Start Date** Ⓖ. To sort by name again, select **Marking Period Name**.
   - If you are setting marking periods for multiple schools, select the number of schools at the top of the page or in the table Ⓗ to see the school names.



6. When you have finished defining marking periods, select **Save**.

> ***When you add or edit a marking period, you cannot use the same name and dates as those used for another marking period in the list.*** *If you are setting marking periods for more than one school, and you need to add a marking period for one school that is already there for the others, save your changes to go back to the School Years page. Then, repeat these steps, selecting* ***only*** *the school that needs that marking period added. You can then add the marking period with the same name and dates used for the other schools.*

Defining Days Off

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

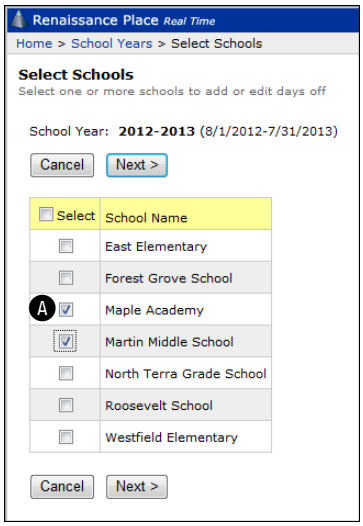
Learn more about capabilities on page 56.

Days off are days during the school year when your schools are not in session (this does not include Saturdays and Sundays). Renaissance Place products use this information to calculate the number of actual school days in the school year or a reporting period; this number is used in calculations in some reports.

Note: You can only add or edit days off in the current school year or a future school year. If you are viewing a *past* school year, links for adding or editing days off will not be available. They will be replaced with links for viewing the days off information (see page 53).

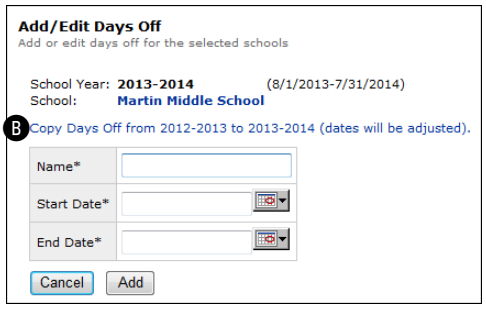
Follow these steps to define days off for one or more schools:

1. If you want to add, edit, or delete days off for a future school year, you must choose to work in that school year first (see page 47).
2. On the Home page, select **School Years**.
3. Select **Add/Edit Days Off** on the School Years page.
4. If you are a district administrator or district staff member, on the Select Schools page, check the box for each school that needs days off set or changed Ⓐ. Then, select **Next >**.



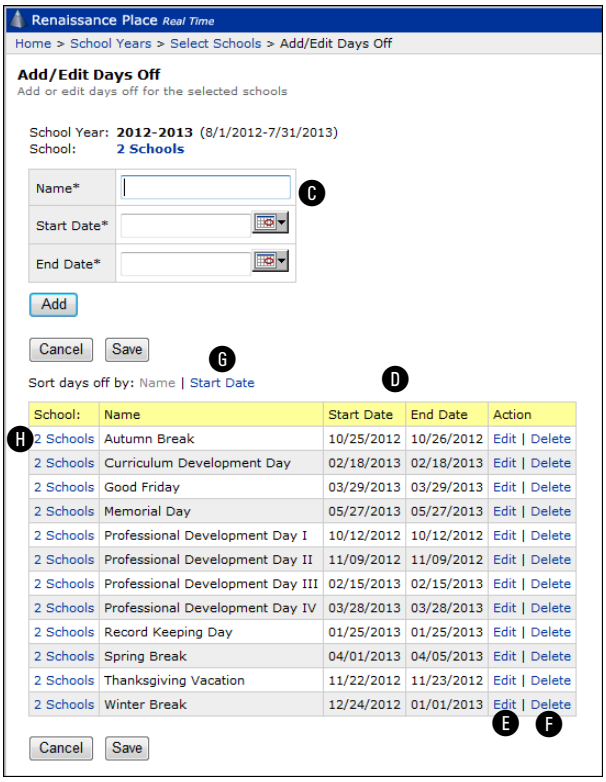
***If you are a school administrator and you have access to more than one school**, choose the Change Role option from your Home page to choose your role at the school you want to work with before following these steps. For more information, see* "Switching Roles from the Home Page" on page 6.

5. On the Add/Edit Days Off page, enter the information for the days off:



   - If you see the **Copy Days Off** link (B), you can select it to copy days off from the previous school year. This link is not available if there are no days off to copy or you have already copied them.
   - To add a day off, enter the name, start date, and end dates in the blank fields (C) or select the calendar buttons and select the dates. Then, select **Add**. As you do this, the days off will be added to the list at the bottom of the page (D).
   - To change a day off you have added, select **Edit** for that day off (E). The day off information will appear in the fields at the top of the page so you can make changes, and the Add button will change to Update. Select **Update** when you are done with your changes. (The button will change back to Add.)
   - To delete a day off, select **Delete** (F) for that day off.
   - To re-sort the list by start date, select **Start Date** (G). To sort by name again, select **Name**.

- If you are setting days off for multiple schools, select the number of schools at the top of the page or in the table (H) to see the school names.


Renaissance Place Real Time
Home > School Years > Select Schools > Add/Edit Days Off
Add/Edit Days Off
Add or edit days off for the selected schools
School Year: 2012-2013 (8/1/2012-7/31/2013)
School: 2 Schools
Name*
Start Date*
End Date*
Add
Cancel
Save
G
Sort days off by: Name | Start Date
D
School: Name Start Date End Date Action
H
2 Schools Autumn Break 10/25/2012 10/26/2012 Edit | Delete
2 Schools Curriculum Development Day 02/18/2013 02/18/2013 Edit | Delete
2 Schools Good Friday 03/29/2013 03/29/2013 Edit | Delete
2 Schools Memorial Day 05/27/2013 05/27/2013 Edit | Delete
2 Schools Professional Development Day I 10/12/2012 10/12/2012 Edit | Delete
2 Schools Professional Development Day II 11/09/2012 11/09/2012 Edit | Delete
2 Schools Professional Development Day III 02/15/2013 02/15/2013 Edit | Delete
2 Schools Professional Development Day IV 03/28/2013 03/28/2013 Edit | Delete
2 Schools Record Keeping Day 01/25/2013 01/25/2013 Edit | Delete
2 Schools Spring Break 04/01/2013 04/05/2013 Edit | Delete
2 Schools Thanksgiving Vacation 11/22/2012 11/23/2012 Edit | Delete
2 Schools Winter Break 12/24/2012 01/01/2013 Edit | Delete
E
F
Cancel
Save

6. Select **Save.**

Adding Reporting Periods for Consolidated Reports

Who Can Do This?

- ☑ District Administrators
- ☐ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

Renaissance Place cannot consolidate data for reports until you add the reporting periods that will be used for the reports. Reporting periods don't need to be the same as your marking periods (see page 15); you can enter any time period that you would like to use for the Consolidated reports.

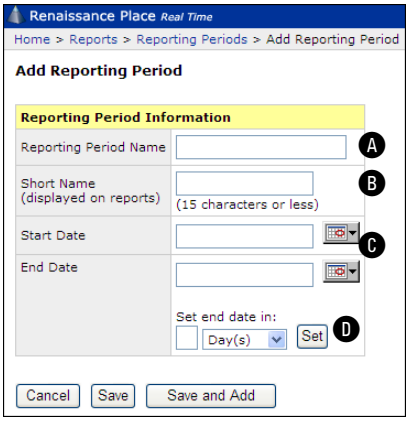
Consolidated reports give you information about student performance in multiple Renaissance Place products. For more information about the reports, see page 163.

Follow these steps to add them:

1. On the Home page, under Dashboards and Reporting, select **Consolidated Reports**.
2. Select **View Reporting Periods** on the Consolidated Reports page.
3. Select **Add Reporting Period** on the View Reporting Periods page.

***New periods** will not be available for Consolidated reports until after the next consolidation.*

4. Enter a reporting period name that will help teachers and administrators recognize the time period Ⓐ.
5. Enter a short name Ⓑ.



6. Type the start and end dates for the reporting period in the appropriate blank fields, or select the calendar button next to each blank date field and select a date in the calendar that opens up Ⓒ.

   You can also use the Set option to calculate an end date based on a number entered and the selection of days, weeks, or months. Type the number of days, weeks, or months after the start date that the reporting period should end; then use the drop-down list to designate whether the number refers to **Day(s), Week(s),** or **Month(s)**.

   Then, select **Set** Ⓓ.
7. To save your reporting period *and* add another one, select **Save and Add** and enter the information for the next reporting period.

   To save just this reporting period without adding more, select **Save**.

   Your reporting periods will be available for reports the next time data is consolidated. (To find out when this will happen, select **Home**, then select **Consolidated Reports** under Dashboards and Reporting to see the Data Consolidation Status.)

Adding Personnel

Who Can Do This?

☑ District Administrators
☑ District Staff
☑ School Administrators
☐ School Staff
☐ Teachers

Learn more about capabilities on page 56.

Follow these steps to add the personnel who will use the software, including district administrators, district staff, school administrators, school staff, and teachers.

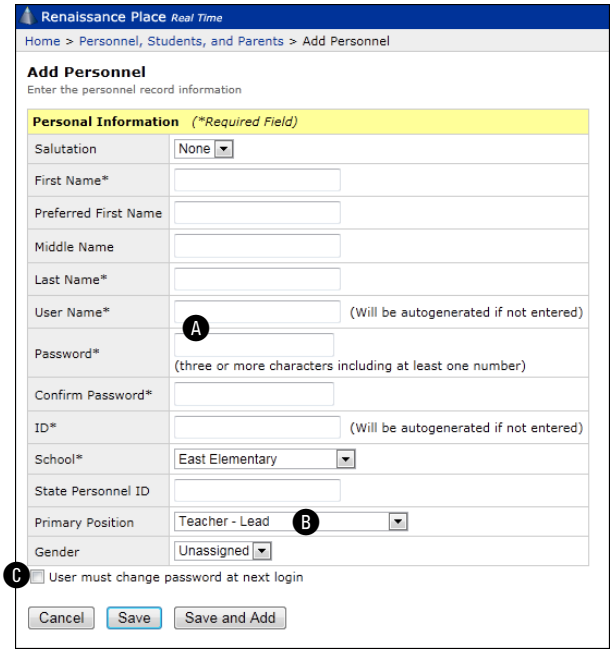
If you can export personnel information from other software, you may be able to import personnel instead of adding them one by one; for more information, see page 217.

1. On the Home page, select **Users**.
2. If you are a district administrator or district staff member, select **Add District Personnel** if you are adding personnel who report directly to the district office, or select **Add School Personnel** if you are adding personnel for a specific school.

   If you are a school administrator, select **Add Personnel** to add personnel to your school.

If you are a school administrator and you have access to more than one school*, use the Change Role option from the Home page to choose your role at the school you want to work with before following these steps. For more information, see* "Switching Roles from the Home Page" on page 6.

3. Enter the information for the person you are adding. Information marked with an asterisk is required; other information is not. First and last names are limited to 35 characters.



A The user name and password are used to log in. They can't be the same. If you don't enter a user name, the program will generate one. Be sure to give each person his or her user name and password after you add personnel.

B The primary position determines which tasks the user can perform in the software. For more information, see "Managing Capabilities" on page 56.

C If you check this box, the user will be required to change his or her password when logging in for the first time.

4. If you want to add more personnel, select **Save and Add** and add the next person's information.

   If you want to add only this person, select **Save**.

If the person's name matches the name of other personnel in the database, *you may have the chance to:*

- *Add another person with the same name (by selecting **Add Personnel**).*
- *Activate a previously deleted matching personnel record instead of adding a new one (by selecting **Activate**).*
- *Cancel if the new personnel record is a duplicate of an existing one.*

Adding Students

Who Can Do This?

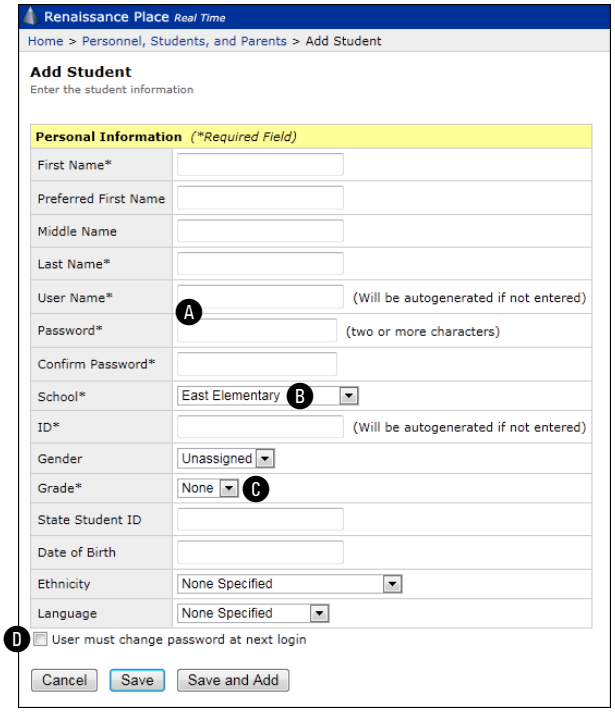
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

Follow these steps to add the students who will use the software.

If you can export student information from other software, you may be able to import students instead of adding them one by one; for more information, see page 218.

1. On the Home page, select **Users**.
2. Select **Add Students** on the Personnel, Students, and Parents page.
3. Enter the student's information on the Add Student page in the appropriate blank fields. Information marked with an asterisk is required. First and last names are limited to 35 characters.



A The user name and password are used to log in. They can't be the same. If you don't enter a user name, the program will generate one. Give each student his or her user name and password.

B If you don't see a **School** drop-down list, the student will be assigned to your school. (For school administrators assigned to more than one school, the student will be added to the school you have chosen in the drop-down list on your Home page; see "Switching Roles from the Home Page" on page 6)

C In the Grade drop-down list, **EE** means Early Education.

D If you check this box, this student will be required to change his or her password when logging in for the first time (see "Logging In as a Student" on page 35).

***If you are a school administrator and you have access to more than one school**, use the Change Role option from the Home page to choose your role at the school you want to work with before following these steps. For more information, see* "Switching Roles from the Home Page" on page 6.

***If the student's name matches the name of another student in the database,** you may have the chance to:*

- *Add another student with the same name (by selecting **Add Student**).*
- *Add the existing student to another school (by selecting **Add** for that school).*
- *Activate a previously deleted matching student record instead of adding a new one (by selecting **Activate**).*
- *Cancel if the new student record is a duplicate of an existing one.*

When you select Save after adding the last student, *you will go to the Student Information page. You can select the tabs on that page to edit other information for the student, such as characteristics or enrollment.*

4. If you want to add more students, select **Save and Add** and add the next student's information. If you want to add only this student, select **Save**.

Adding Courses

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

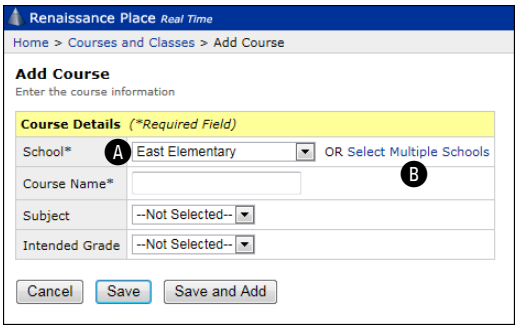
You must add courses before you can add the classes in which you will enroll students. Courses are programs of study. They are linked to schools, but they remain in your database from year to year until you delete them.

Unlike classes, courses don't need to be added every time you start a new school year.

Note: If you can export your course information from other software, you may be able to import the information from a file instead of adding the courses; see page 217.

Follow these steps to add a course to a school:

1. On the Home page, select **Courses and Classes**. The Courses and Classes page lists the courses that have already been added for a school.
2. Select **Add Course**.
3. In the blank Course Name field, enter a name for the course you are adding (required). You can also select the subject and intended grade. (In the **Grade** drop-down list, note that EE means Early Education.)



If you are a district administrator or staff member, you must choose a specific school or multiple schools:

- To add the course to one school, select the **School** drop-down list and choose the school (A).
- To add the course to more than one school, select **Select Multiple Schools** (B). On the next page, check the box by every school that needs this course added; then, select **Save** to return to the Add Course page.

If you are a school administrator or school staff member assigned to more than one school, *use the drop-down list on your Home page to choose your role at the school you want to work with. This is the school that you are adding a course to.*

If the course name matches an inactive course in the school(s), *the Duplicate Course Found page will open. To add another course with the same name, select* ***Add Course****. To reactivate the inactive course, select* ***Activate****. If you don't want to add another course or reactivate a previous one, select* ***Cancel****.*

4. If you want to add another course after you save this one, select **Save and Add** and add the next course.

   If not, select **Save** to save this course.
5. After you add courses, you need to add the individual classes in which you will enroll students. See page 26 for instructions.

Adding Classes and Enrolling Students in the Classes

Who Can Do This?

☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☐ Teachers

Learn more about capabilities on page 56.

Before you add classes, do the following:

- Add the courses for the school (see page 25). Classes are added to the courses. Courses stay in the school from year to year, but since classes may be different in each school year, you must add your classes for each new school year.
- Set up marking periods for the school year. (See "Defining Marking Periods" on page 15) This will allow you to select the marking period during which a specific class takes place as you add the class.
- Check the school year you are working in. This information appears behind your name in the upper-right corner of any page in the program. This is important because classes must be added separately for each school year. If you are not working in the school year during which the class takes place, see the instructions on page 47 to change to that school year.

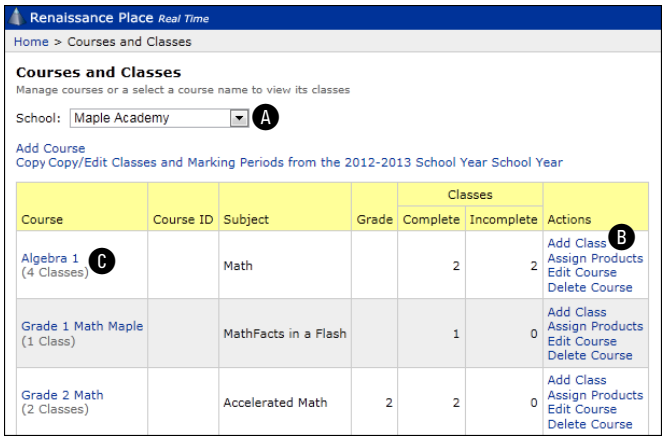
Note: If you can export your class information from other software, you may be able to import the information from a file instead of adding the classes one by one; see page 217.

If the classes you need are already set up in a previous school year, *you can copy the class setup instead of adding the classes again. For instructions, see page 146.*

Follow these steps to add a class:

1. On the Home page, select **Courses and Classes**. The next page lists the courses that have been added for the school.

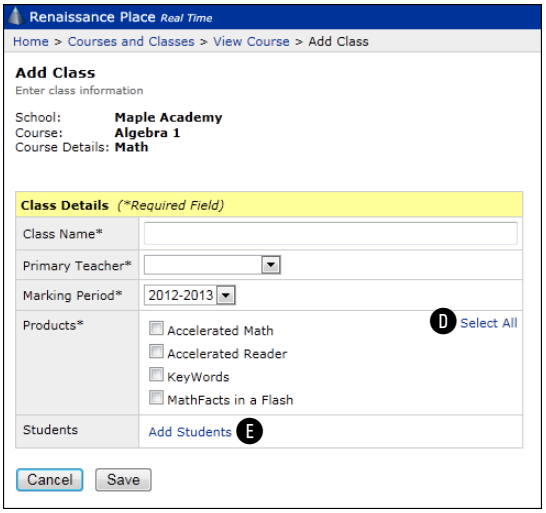
2. If you see a **School** drop-down list Ⓐ, choose the school where you want to add classes.



> ***If you are a school administrator or school staff member*** *and you have access to more than one school, use the drop-down list on your Home page and choose your role at the school you want to work with. This is the school that you can view courses for.*

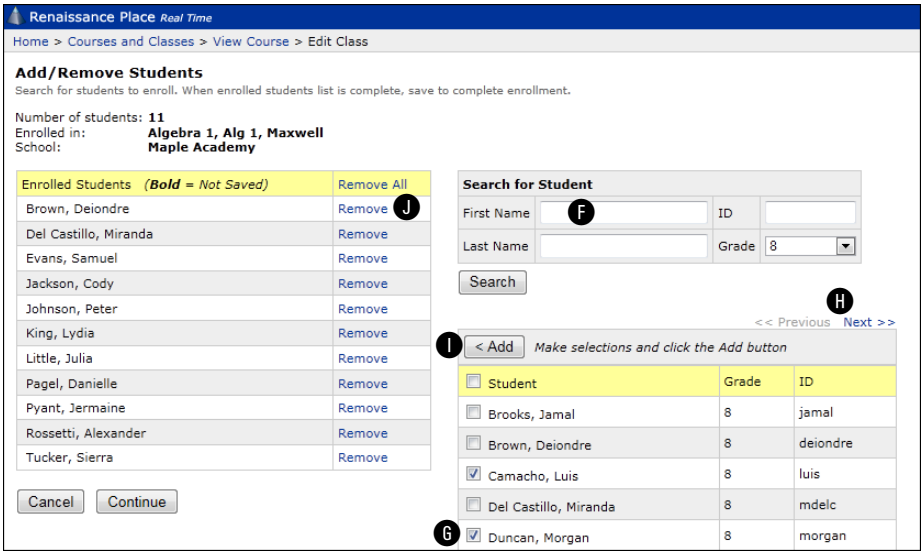
3. Do one of the following:
   - Select **Add Class** in the row for the course that needs the class Ⓑ.
   - If you want to see the list of classes in the course first, select the course that you want to add classes to Ⓒ. Then, select **Add Class** on the course page.
4. Enter the information for the new class:
   - **Class Name:** A class name is required.
   - **Primary Teacher:** You must select a primary teacher before you can save the class. (You can add team teachers to the class later; see page 154.)
   - **Marking Period:** Choose the time period during which the class takes place: a marking period (see page 15) or the entire school year.
   - **Products:** Check the products that the class will use (or choose **Select All** Ⓓ to check all products). You must select at least one product. Students in the class can only work in the products that you select.

> ***If you save a class without students,*** *the class will be on the Incomplete Classes tab. See page 145.*



5. Select **Add Students** (E) to search for and add students to the class.
6. The Add/Remove Students page shows the student(s) who are currently enrolled in the class (if any). On this page you can change the students who are enrolled in the class.

   Search for the students that you want to enroll in the class (F). You can enter the first name, last name, and/or ID in the blank fields to search for individual students, or select a grade without entering other information if you want to find all students in the grade. Then, select **Search** to see the results. Only students in this school will be found.



7. In your search results (G), check the box next to each student that you want to enroll in the class. To select all students in the list, check the Student box at the top of the list.

   If the list of students in the search results is long, it will be split into multiple pages. Select **Next >>** (H) to go to the next page or **<< Previous** (H) to go back.
8. Select **< Add** (I) to enroll the checked students in the class. The students will be added to the list on the left, but their names will be in bold so you can tell which ones will not be in the class until you save your changes.

   If you decide to remove some of the students from the class, select **Remove** next to the students you want to remove (J), or select **Remove All** to remove all students from the class.
9. Select **Continue** to finish adding students and go back to the Add Class page.
10. Select **Save** on the Add Class page to save the new class.

After you add a class, you can add additional (team) teachers who may need to see the class. See page 154.

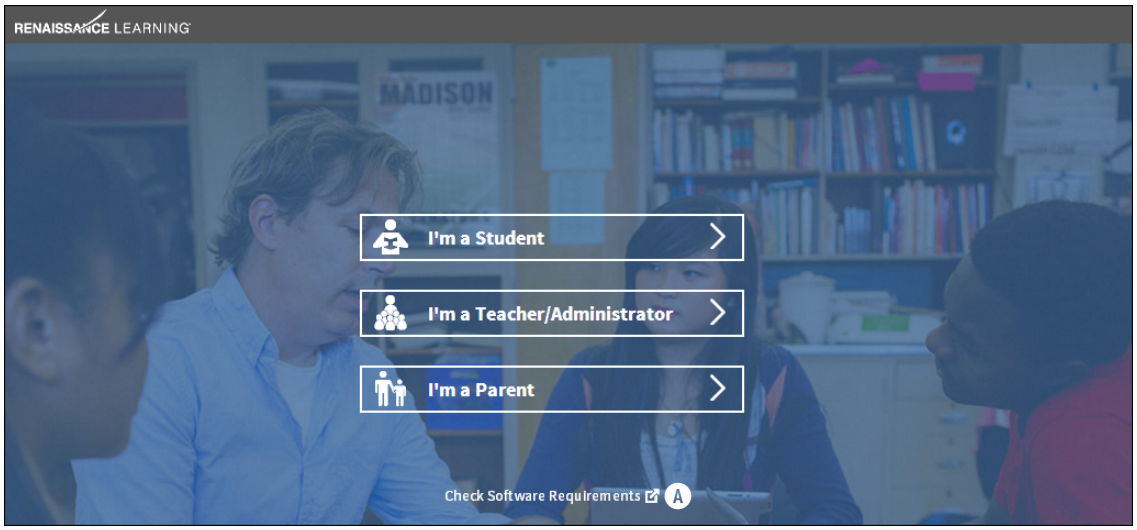
If the class name matches the name of a class that was inactivated for this school, *the Duplicate Class Found page will open. To activate the inactive class, select* ***Activate****. If you do not want to add the class or activate a previous one, select* ***Cancel****.*

Checking Software Requirements

For the most up-to-date software, hardware, operating system, and browser requirements for Renaissance Place, visit www.renaissance.com/customer-center#systemrequirements.

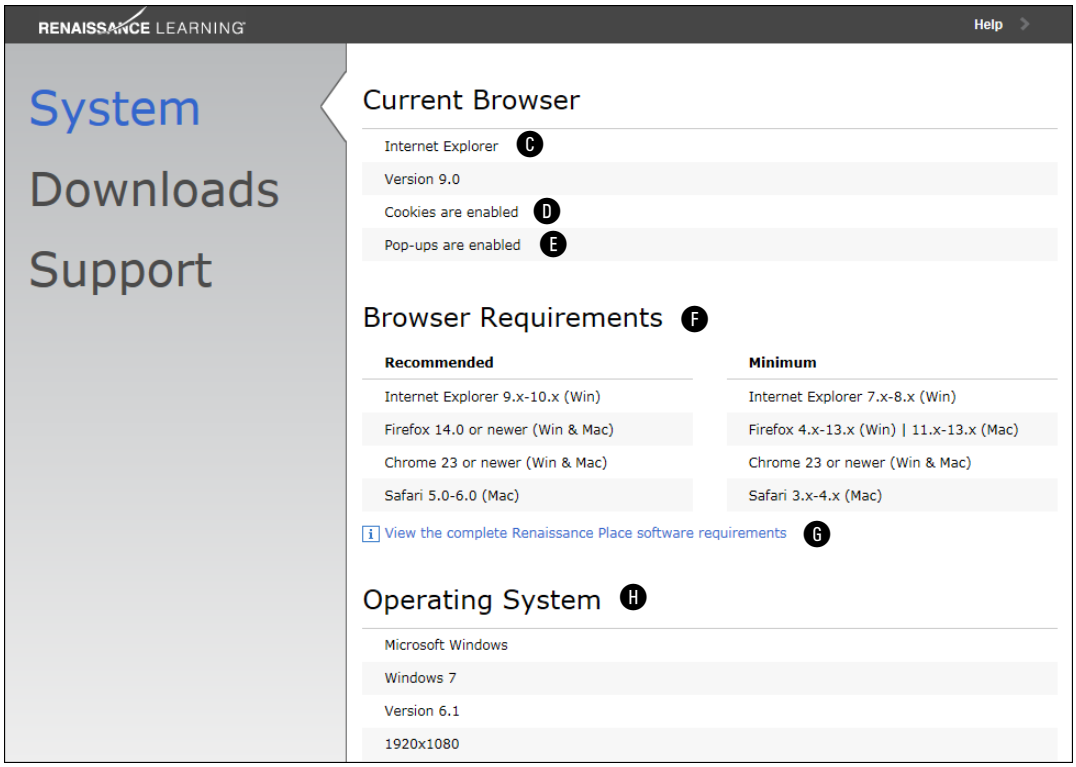
Renaissance Place also includes pages to help you check browser requirements, check for the supporting software you may need, and check your connection to Renaissance Place. You can get to these pages in one of two ways:

- Before you log in, select **Check Software Requirements** Ⓐ on the welcome page.



- After you log in, on the Home page, select **Product Administration** Ⓑ. Then, select **Download Supporting Software**.

Next, you can go to the System, Downloads, or Support page.



System

On the System page (shown above), you can see the following:

- The browser and version you are using C.
- Whether cookies are enabled in your browser D. Cookies need to be enabled in order for you to use Renaissance Place.
- Whether pop-ups are enabled in your browser E. If pop-ups are not enabled for your Renaissance Place site, your students may have trouble using some Renaissance Place programs.
- The current recommended and minimum browser requirements F.
- A link to the full Renaissance Place software requirements G.
- Information about the operating system on the computer or device you are using H.

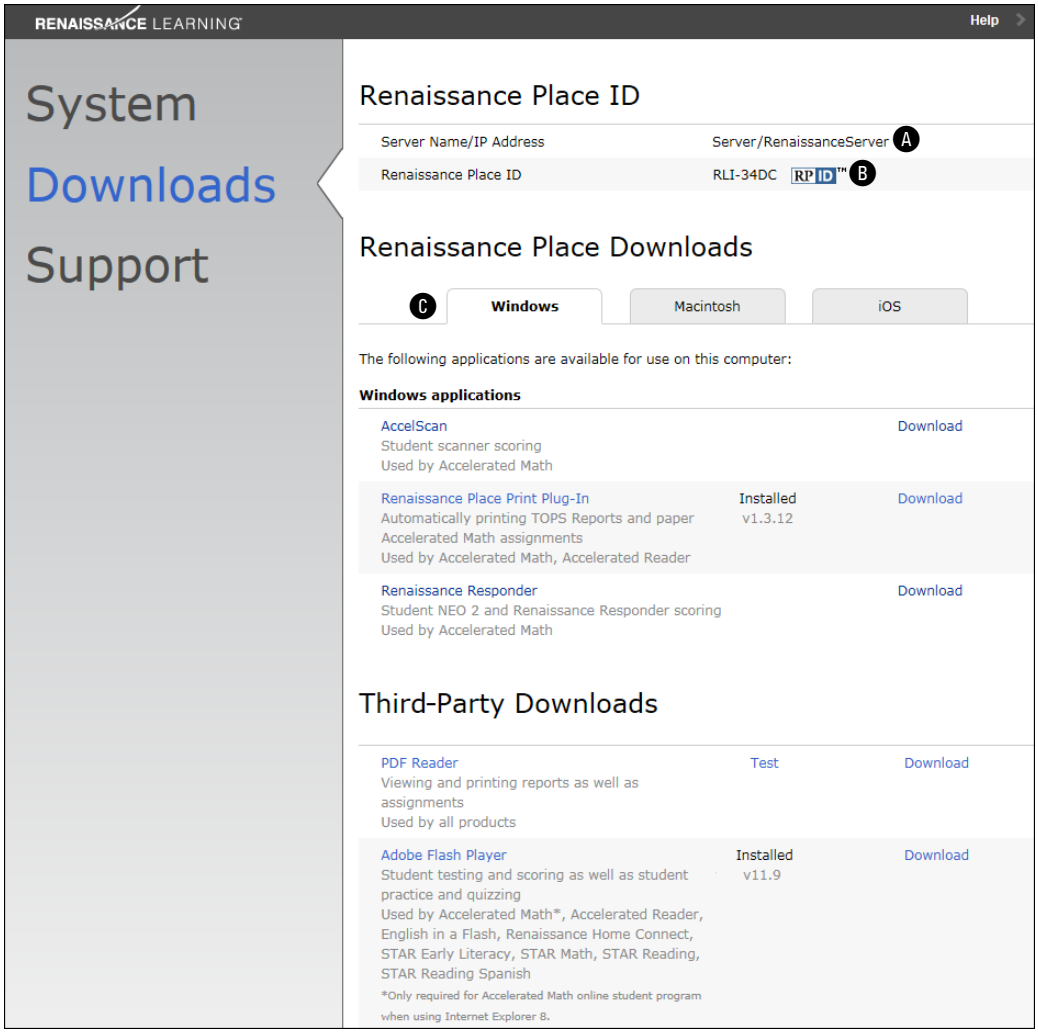
Downloads (Renaissance Place and Third Party Supporting Software)

The Downloads page shows you the Renaissance Place and third-party software available for download. (To get to the page, see page 29.)

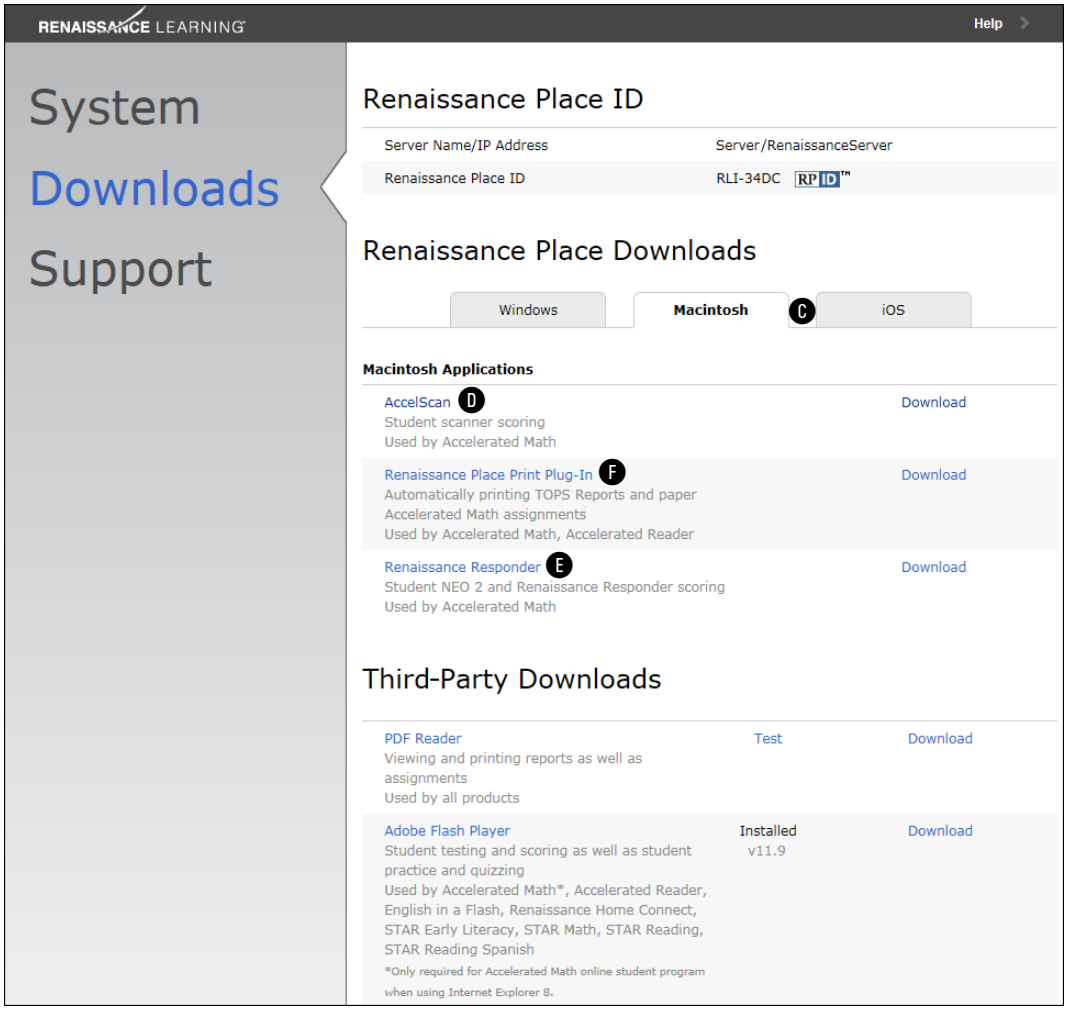
Many Renaissance Place products require supporting software programs, such as Adobe Reader to view and print reports. The supporting software must be installed on *each* individual computer used to work with Renaissance Place programs.

If some of the software that you need to use Renaissance Place is not installed, or is outdated, you or your students may see messages about the missing software.

The top of the Downloads page shows you the Renaissance Place address Ⓐ and the RPID Ⓑ. You need the address or RPID when you set up certain Renaissance Place downloads or iOS apps. (The RPID is a unique identifier that provides a shortcut to your Renaissance Place site.)



For the Renaissance Place Downloads**,** you will see tabs for the supported operating systems (C on the previous page and below). The operating system that is on your computer or device is selected (if available), but you can see downloads for another operating system by selecting that tab. The Macintosh tab is shown below.

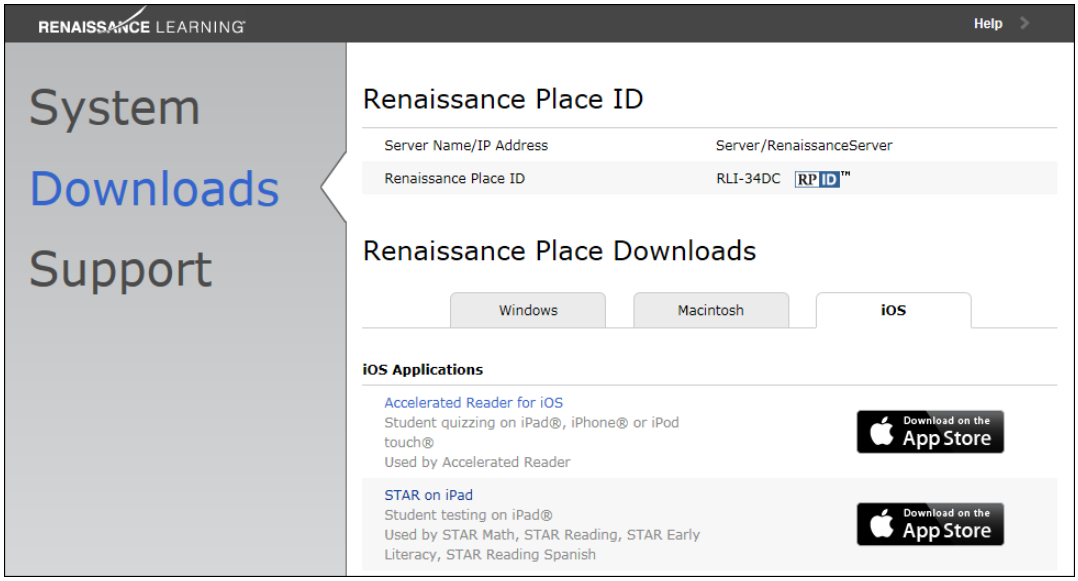


The AccelScan D and Renaissance Responder E programs are used with Accelerated Math for scoring paper assignments. The Renaissance Place Print Plug-In F is used for automatic printing of TOPS Reports and for paper Accelerated Math assignments. If you need any of this software, select the program name or **Download** next to the program on the tab for your operating system.

If any programs need to be installed or updated, make sure you are logged in to the computer with the rights or permissions required to install software (and to install it for all users). If you do not know whether you have those rights on the computer, or if you don't have those rights, contact your school's technology/computer

coordinator. Note that the rights you have on the computer are separate from the capabilities that you have in Renaissance Place. For more information about capabilities, see page 56.

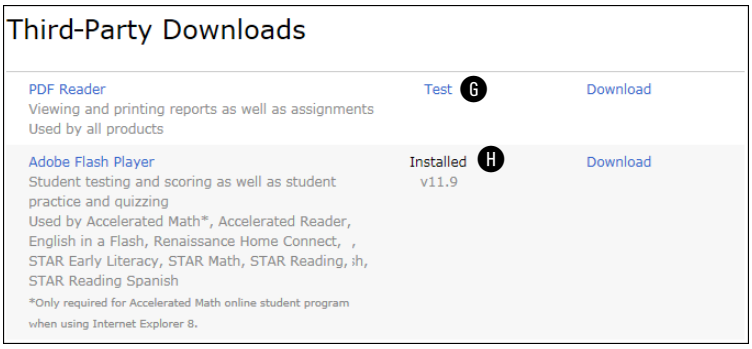
Accelerated Reader and STAR have iOS applications available. For those, select the app name or **Download on the App Store** on the iOS tab.



Third-Party Downloads are used to support the Renaissance Place products listed.

A PDF reader is required for reports and Accelerated Math paper assignments. To make sure your computer has a PDF reader, select **Test** G. If a PDF file with a confirmation message does not open, select **Download**.

Adobe Flash Player is required for the products listed. The version installed (if any) is shown H. If you need to install it, select **Download**.

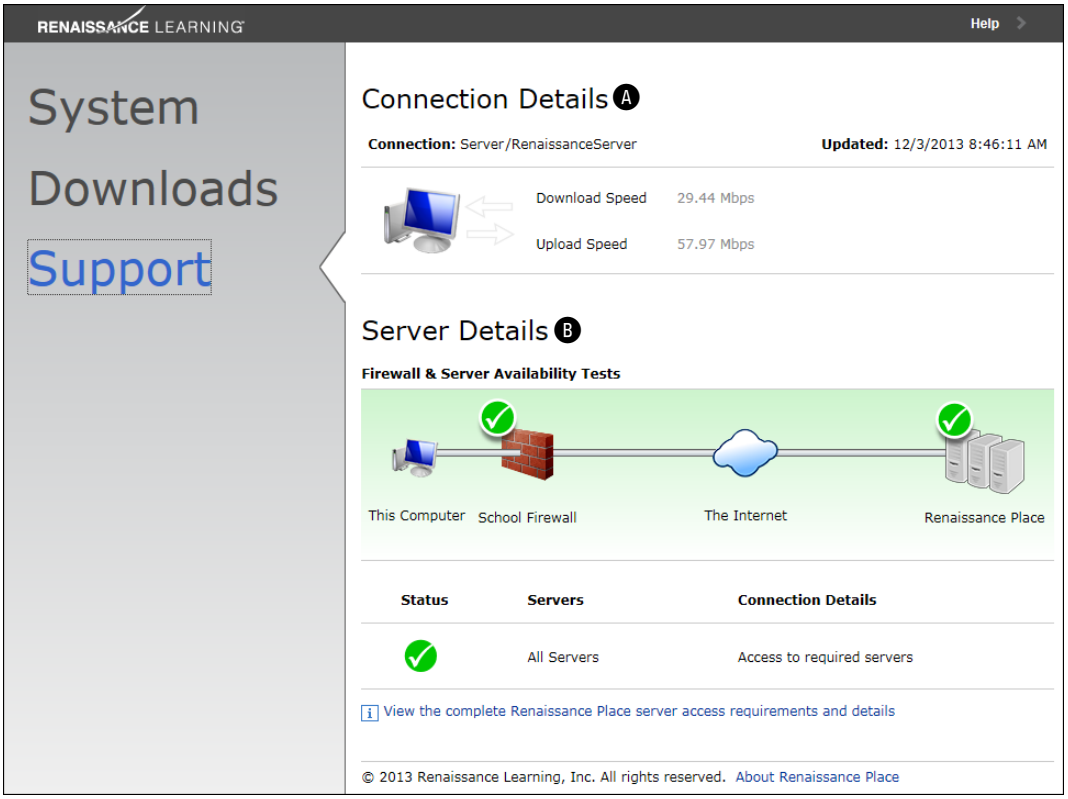

Third-Party Downloads
PDF Reader
Viewing and printing reports as well as assignments
Used by all products
Test G
Download
Adobe Flash Player
Student testing and scoring as well as student practice and quizzing
Used by Accelerated Math*, Accelerated Reader, English in a Flash, Renaissance Home Connect, , STAR Early Literacy, STAR Math, STAR Reading, ish, STAR Reading Spanish
*Only required for Accelerated Math online student program when using Internet Explorer 8.
Installed H
v11.9
Download

Support Page

The Support page can help you diagnose connection problems to the servers associated with your Renaissance Place site.

Under Connection Details Ⓐ, when the test is complete, check your download and upload speed for the Renaissance Place site. If you are noticing slowness while using Renaissance Place, this information can help diagnose the cause. This test is run automatically when you come to the page.

Under Server Details Ⓑ, the diagram shows you whether this computer (or device) has the required access to Renaissance Place servers used by your site. If your computer or device can connect to the servers, you will see green check marks next to the firewall and Renaissance Place as well as in the status as shown below. If not, you will see Xs in a red circle. (If you cannot connect to the chat server, you will see **!** instead of an X because chat is not required in order for you to use Renaissance Place.) This can help you determine whether the computer can connect to required servers.



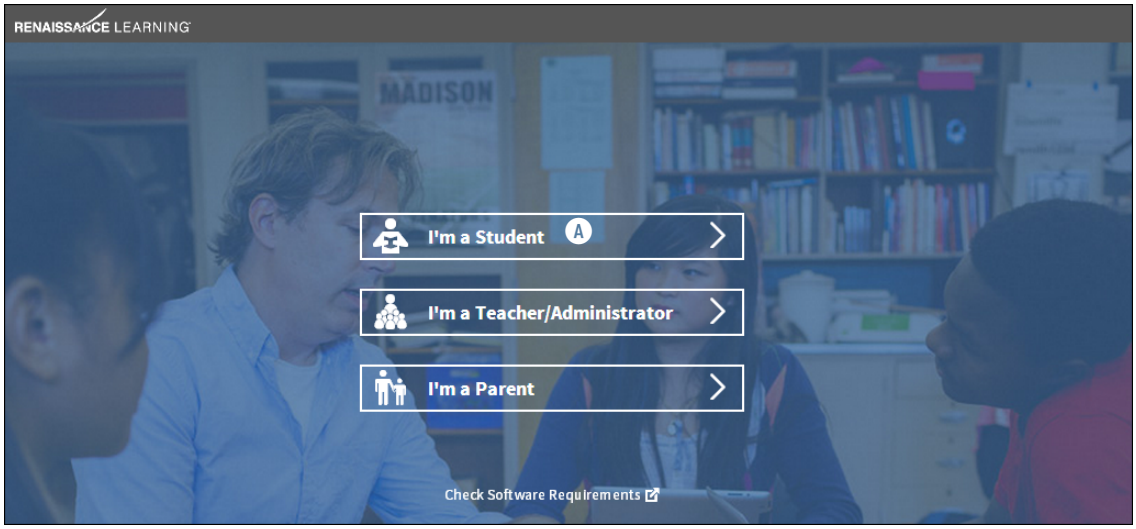
How Students Log In to the Software

Logging In as a Student

Students may be asked to change their passwords *if the administrator chose to require this when adding or editing student information. To change the password, enter the new password twice in the appropriate blank fields and select* ***Save****.*

Use these instructions to log in to Renaissance Place as a student.

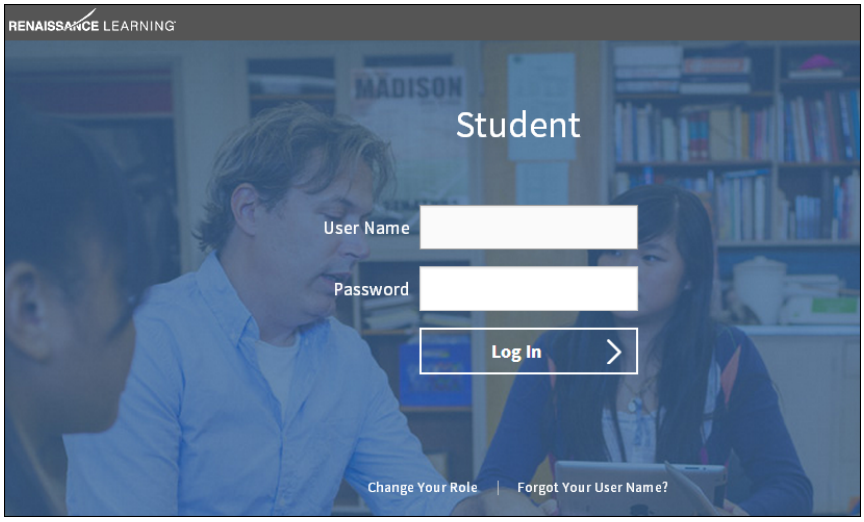
1. Start your web browser and go to the web address provided by your school or district.
2. Select **I'm a Student** Ⓐ on the welcome page.



For a list of student passwords, *log into Renaissance Place as a Teacher/Administrator, and on the Home page select* ***Users****, then* ***View Students****. Enter search criteria (such as a specific class) and select* ***Search****. In the search results, select the* ***Passwords*** *tab. That tab includes each student's user name and password as well as other information.*

3. Do you know the student's user name?
   - **Yes:** Go to step 4 on the next page.
   - **No:** Go to "If You Don't Know the Student's User Name" on the next page.

4. Enter the student's user name and password in the appropriate blank fields. *Make sure you have the correct password.* Student accounts can be locked if you try to log in several times with the wrong password; for more information, see page 126.



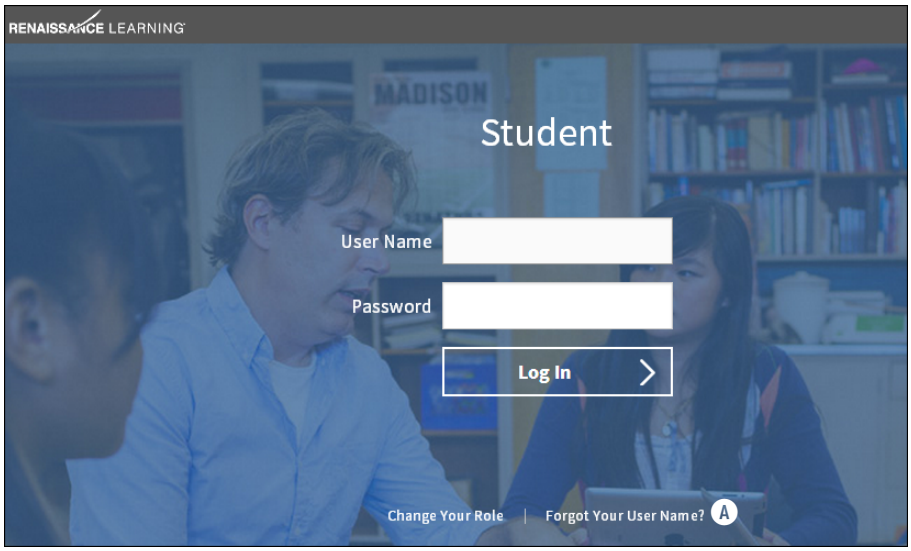
5. Select **Log In**. The student's Home page will open, and links will be available for each product the student's class is using.

   If you expect to see links for programs that are not listed, make sure the student is enrolled in the correct class (see page 116) and that a teacher was assigned to the class and products were selected (see page 143).

If You Don't Know the Student's User Name

For a list of student passwords, *log into Renaissance Place as a Teacher/Administrator. On the Home page, select* ***View Students****. Enter search criteria (such as a specific class) and select* ***Search****. In the search results, select the* ***Passwords*** *tab. That tab includes each student's user name and password as well as other information.*

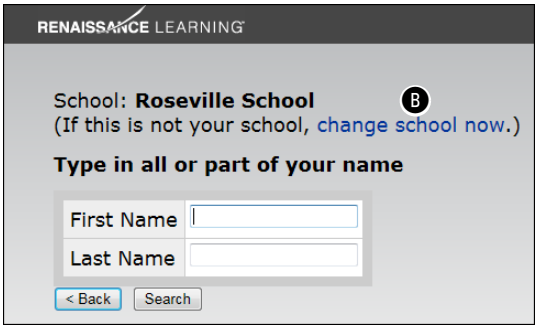
1. Select **Forgot Your User Name?** Ⓐ.



For security reasons, you may turn off the ability to search for a student's user name. *For more information, see page 255.*

2. If you see a page where you can choose the school the student is enrolled in, select the name of the school, and select **Next >**.
3. Enter the student's first and/or last name in the appropriate blank fields and select **Search**.

   Note: If this page shows the wrong school, select **change school now** Ⓑ, select the school name, and select **Next >**.

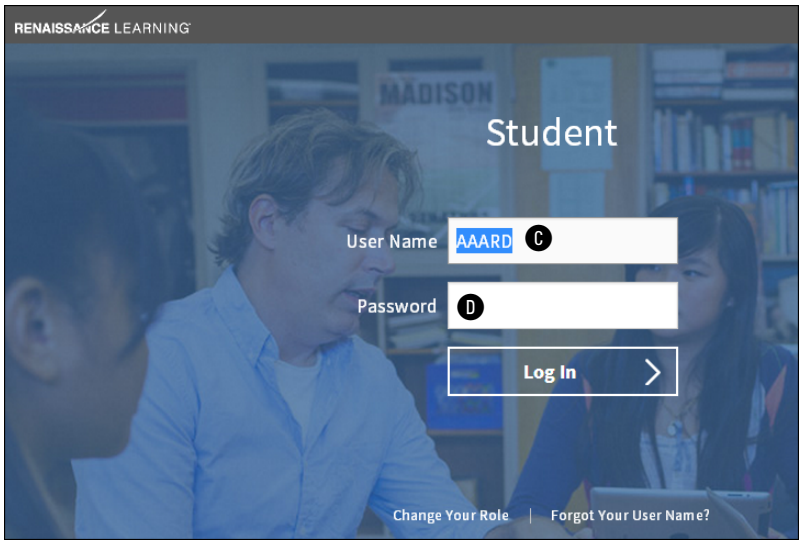


4. A list of students who match the search criteria you have entered opens.

   If the student is listed, select the student's name and go to step 5.

   If the student is not listed, select **< Back** to go back to the page where you can enter search data again.

5. Notice that the program has already entered the student's user name Ⓒ. Enter the student's password Ⓓ and select **Log In**.



Make sure you have the correct password. Student accounts can be locked if you try to log in several times with the wrong password; for more information, see page 126.

After you log in, the student's Home page will open.

Getting Ready for a New School Year

If you have the Renaissance Data Integrator (RDI) service, *your Renaissance Place database is automatically linked to your student information system (SIS) data.* ***Do not follow the steps in this chapter;*** *instead, contact your Technical Services Consultant to set up RDI for the new school year.*

Perform these tasks when the previous school year has ended and you need to get ready to use your Renaissance Place software in the next school year.

For most Renaissance Place products, there are also tasks that need to be done at the beginning of a school year, such as setting preferences, assigning objectives, setting levels, setting benchmarks, or setting screening dates. Refer to the software manual for each of your products for more information.

Checklist for District Administrators, School Administrators, and Non-Teaching Staff

If you want to use your Renaissance Place programs during summer school, *for tips, see* Knowledge Base article 7901571 *at http://support.renlearn.com/techkb/techkb/7901571e.asp.*

	Task	Where to Find Instructions
☐	Add the new school year start and end dates (**must be done by a district administrator or district staff member**). When the new school year begins, it will be the year that all users are working in automatically when they log in.	Page 43
☐	Add the marking periods for each school (used for goals and reports). You can also copy the marking periods from the previous school year.	To add, page 15. To copy, page 48.
☐	Add the days off during the school year for each school (used for report calculations). You can also copy the days off from the previous school year.	To add, page 18. To copy, page 51.
☐	Set reporting periods for Consolidated Reports (**district administrators or school administrators only**).	Page 20
☐	Review the list of personnel to see if any need to be changed. Edit personnel information or school assignments if necessary.	To view personnel information, page 67. To edit personnel information, page 74.
☐	Add personnel if necessary.	Page 22

You can also import student, personnel, class, and course information *(including updates to student enrollments and personnel assignments) if you have a properly formatted file from another source (such as a student information system). For more information, see page217.*

If district-level personnel will be adding students or transferring them from one school to another, *school personnel should wait until this is done before adding their students to avoid adding the same student more than once.*

	Task	Where to Find Instructions
☐	Review the list of students to see if any need to be added or changed. Edit student information or characteristics if necessary. This is also a good time to check for duplicate students and to merge student records if necessary (see page 94).	To view student information, page 89. To edit student information, page 101.
☐	Transfer students from one school to another as needed, and unenroll those who aren't returning to your school(s).	Page 97
☐	Add new students.	Page 24
☐	Check your course list to see if any need to be added for the new school year. Add courses if necessary. (Courses stay in the list from one year to the next.)	To view courses, page 138. To add courses, page 25.
☐	If your new classes are similar to those from the previous school year, copy your previous classes. When you do this, you can also copy the assigned teachers, assigned products, enrolled students, and class preference settings.	Page 146
☐	Add classes if you did not copy them or if you need additional classes. As you add classes, choose the primary teacher, select the products the class will use, and add students to the classes.	Page 26

Checklist for Technology/Computer Coordinators

To find many of the documents listed in the third column below, select **Manuals** in the top-right corner of any Renaissance Place page. (On the Home page, select **?**.)

	Task	How to Start the Task	Where to Get More Information
☐	Check for the software that you need on any new or updated computers that will be used with the Renaissance Place software (Renaissance Place downloads and third-party software). Make sure that you check both teacher and student computers. You must be logged in to each computer with the rights required to install software for all users. **Note:** This is also a good time to recheck computers that have had supporting software installed in case they need updates or additional software. You may also want to take advantage of updated technologies with better built-in security features (such as newer browser versions).	On each computer, select **Check Software Requirements** on the Renaissance Place welcome page. Then, select **Downloads**.	Page 29

	Task	How to Start the Task	Where to Get More Information
☐	Make sure each computer that will be used with the Renaissance Place software has a shortcut or favorite set up that points to the current Renaissance Place address.	Follow the instructions for your computer's operating system and/or browser.	—
☐	If you will be using iPads with Accelerated Reader, make sure: ▸ The AR Student app is downloaded on each device. ▸ You have established settings by connecting to Renaissance Place on one device, then sharing those settings with all the other devices.	See the instructions in the *Accelerated Reader Software Manual*.	▸ *Accelerated Reader Software Manual*
☐	If you are using AccelScan scanners with Accelerated Math, make sure they are connected to the computers where they will be used.	1. Using the cable provided, connect each AccelScan to the computer where it will be used. 2. If you are using an 1100 USB scanner, install the AccelScan drivers.	▸ *Accelerated Math Software Manual* ▸ *AccelScan User's Guide*
☐	If you will be using either NEO 2s or Renaissance Responders with Renaissance Place software (Accelerated Math, Accelerated Reader, MathFacts in a Flash, and KeyWords), make sure the Renaissance Receivers are connected to the correct computers.	1. Using the cable provided, connect each Renaissance Receiver to the computer where it will be used. 2. Using the Renaissance Wireless Server Utility, set the Network Name, and set the Renaissance Place address if necessary.	▸ *NEO 2 Quick Guide* ▸ *2Know! Setup and Resource Guide* ▸ *Accelerated Math Software Manual* ▸ *Accelerated Reader Software Manual* ▸ *KeyWords User Manual* ▸ *MathFacts in a Flash Software Manual*
☐	If you will be using STAR for iOS on the iPad, make sure: ▸ The app is downloaded on each device. ▸ You have connected the app to Renaissance Place.	You can get the app for each device in the app store. To establish settings, connect to Renaissance Place on one device, then share those settings with all of the other devices.	▸ the software manual for your STAR product(s)

Changing District Information

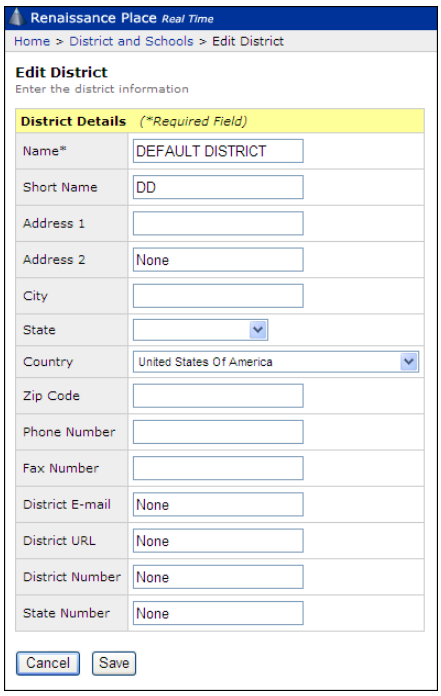
Who Can Do This?

- ☑ District Administrators
- ☐ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

Follow these steps if you want to add specific information about your district.

1. On the Home page, select **District and Schools**.
2. Select **District Information** on the District and Schools page.
3. Enter or change the information. Information marked with an asterisk (*) is required. All other information is optional.



4. Select **Save**.

Managing School Years

This section explains how to add, change (edit), or delete school years and how to view, set, or copy marking periods and days off.

Each year, you must add the new school year before you can use your Renaissance Place software in that school year. When the new school year begins, that will be the year that all users are working in automatically when they log in. Administrators, staff, and teachers can choose to work in a different school year; see page 47.

You can also use the school years and marking periods that you add when you print reports or set goals in Renaissance Place products. Days off are used in calculations in some reports.

Adding School Years

Who Can Do This?

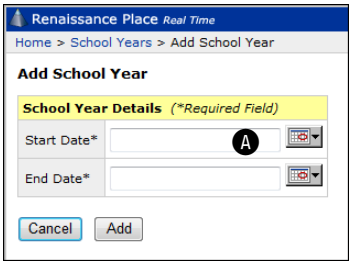
- ☑ District Administrators
- ☑ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

When you start using Renaissance Place software, the first school year is entered for you. Follow these steps to add a new school year as you prepare for a new year. When each new school year starts, that year will automatically become the current school year—the year that all users are working in automatically when they log in.

1. On the Home page, select **School Years**.
2. Select **Add School Year** on the School Years page.
3. Enter the school year dates in the blank fields Ⓐ.

   You can either type the dates or select the calendar buttons and select a date. *The dates must not overlap other school years.*



4. Select **Add** to finish adding the new school year.

If you use Renaissance Place during summer school, *you may need to adjust your school year dates. For more information about setting your school year dates, see* Knowledge Base article 7901571 *at http://support.renlearn.com/techkb/techkb/7901571e.asp.*

Editing School Years

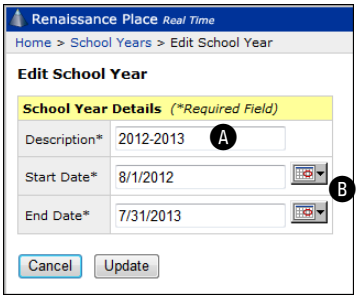
Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

Follow these steps to edit a school year:

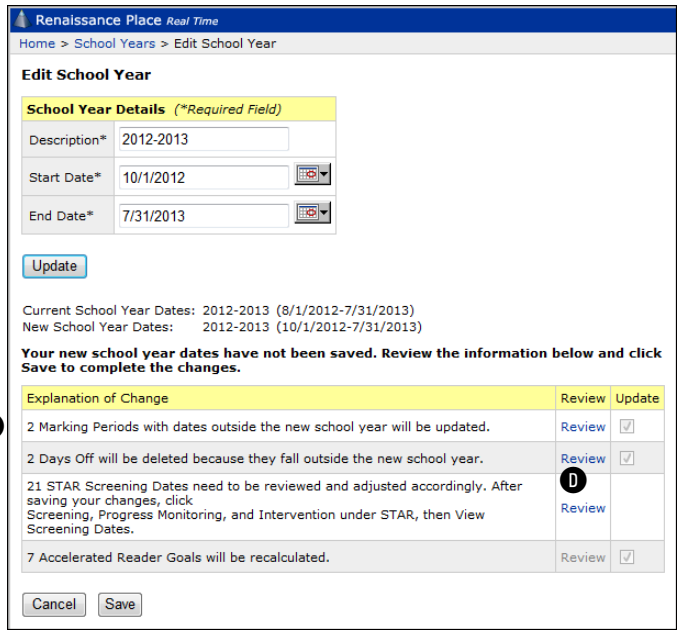
1. If you want to edit a past or future school year, you must choose to work in that school year first (see page 47).
2. On the Home page, select **School Years**.
3. Select **Edit School Year.**
4. Edit the school year information:
   - Use a description Ⓐ that will help personnel identify the school year.
   - To change the start and end dates Ⓑ, you can either type in a new date in each field or select the calendar button and select the date in the calendar that opens up. *The dates must not overlap other school years.*



5. Select **Update**.
6. If the change in the school year dates affects marking periods, days off, STAR screening dates, or goals, the page will notify you. A list at the bottom of the page Ⓒ will tell you what will happen to the affected items if you save your school year changes.

   Select **Review** Ⓓ for marking periods, days off, or screening dates to see the items affected with their dates and schools. You can use this information to decide whether to save the changes. Select **Done** to go back to the school year changes.

If you are sure you want to make the school year date changes, select **Save**.


Renaissance Place Real Time
Home > School Years > Edit School Year
Edit School Year
School Year Details (*Required Field)
Description* 2012-2013
Start Date* 10/1/2012
End Date* 7/31/2013
Update
Current School Year Dates: 2012-2013 (8/1/2012-7/31/2013)
New School Year Dates: 2012-2013 (10/1/2012-7/31/2013)
Your new school year dates have not been saved. Review the information below and click Save to complete the changes.
Explanation of Change
Review
Update
2 Marking Periods with dates outside the new school year will be updated.
Review
2 Days Off will be deleted because they fall outside the new school year.
Review
21 STAR Screening Dates need to be reviewed and adjusted accordingly. After saving your changes, click Screening, Progress Monitoring, and Intervention under STAR, then View Screening Dates.
Review
7 Accelerated Reader Goals will be recalculated.
Review
Cancel
Save
C
D

Deleting School Years

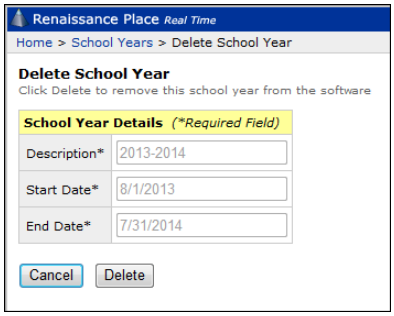
Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

Follow these steps to delete a school year. You cannot delete a school year that has any data associated with it, and you cannot delete the school year that you are currently working in. (To work in a different school year, see page 47.)

1. On the Home page, select **School Years**.
2. Select **Delete School Year**.
3. Select the school year that you want to delete.
4. The dates and description for that school year will be shown. Select **Delete** if you are sure that you want to delete it. If any data is associated with the school year, a message in red text will tell you that the school year cannot be deleted for that reason.


Renaissance Place Real Time
Home > School Years > Delete School Year
Delete School Year
Click Delete to remove this school year from the software
School Year Details (*Required Field)
Description* 2013-2014
Start Date* 8/1/2013
End Date* 7/31/2014
Cancel
Delete

Current (Default) School Year

The current school year is the one that includes today's date. This is the school year that all users of the software are working in when they first log in.

If today's date is not in a school year, you will continue to work in the last school year until the new one begins. This is based on the dates that have been entered for each school year.

If the old school year has ended and a new school year has not been added yet, an alert will appear on the Home page for district personnel to remind them to add the next school year.

You can choose to work in a different school year (see page 47) if you want to run reports for past years or set up data for the next school year. When you choose to switch to a different school year, the change affects only you, not anyone else using the software. You will continue to work in the school year you have chosen until you log out or choose a different school year again. If you choose to work in a past or future school year, a gold bar at the top of most pages to remind you that you are not working in the current school year; on the Home page, you will see the school year in gold in the header.

Working in a Different School Year

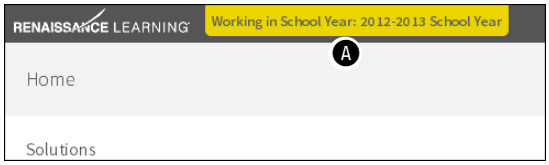
Who Can Do This?
☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers
Learn more about capabilities on page 56.

The school year that you are working in now is shown to the right of your name in the upper-right corner of any page in the software. Changing the school year that you are working in is useful if you are adding information for the next school year or reviewing results from a previous school year.

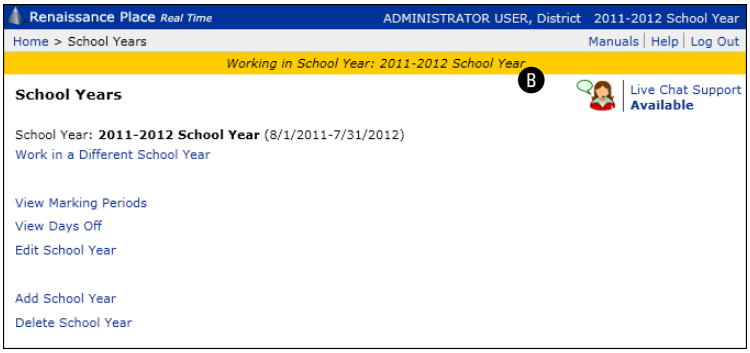
When you choose to work in a different school year, the change affects you only—not anyone else working in the software. You will continue to work in the school year you have chosen until you log out or until you follow the steps below.

1. On the Home page, select **School Years**.
2. Select **Work in a Different School Year** on the School Years page.
3. Select the school year you want to work in on the next page. You will return to your Home page.

   If you choose to work in a past or future school year, the school year that you are working in will be shown in gold next to the Renaissance Learning logo Ⓐ.



   On other pages, you will see a gold bar Ⓑ toward the top of every page with a message reminding you of the school year you are working in.


Renaissance Place Real Time
ADMINISTRATOR USER, District 2011-2012 School Year
Home > School Years
Manuals | Help | Log Out
Working in School Year: 2011-2012 School Year
B
School Years
Live Chat Support Available
School Year: 2011-2012 School Year (8/1/2011-7/31/2012)
Work in a Different School Year
View Marking Periods
View Days Off
Edit School Year
Add School Year
Delete School Year

***Students can only** work in the current school year. They cannot choose to work in another school year.*

Setting Up Marking Periods and Days Off

To add, edit, or delete the marking periods that you can use for goals, classes, or reports, see page 15. To copy marking periods from a previous school year, see page 48.

To add, edit, or delete the days off during your school year, which can help with restrictions or report calculations, see page 18. To copy days off from a previous school year, see page 51.

Copying Marking Periods from a Previous School Year

Who Can Do This?

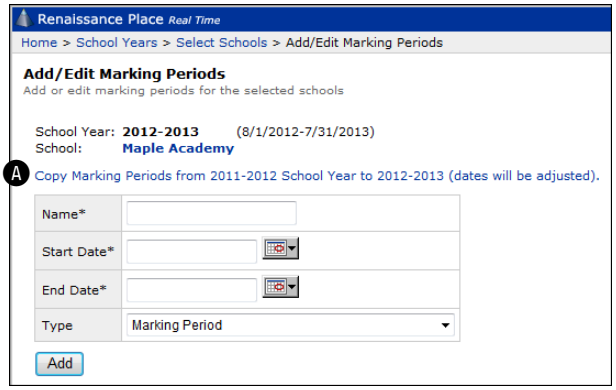
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

For each new school year, you can copy marking periods from a previous school year. This link is only available if you have not copied marking periods before for this school year and if there are marking periods available for the selected school(s) from the previous school year.

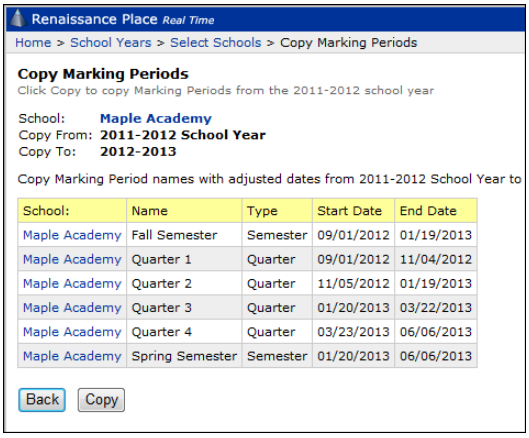
Marking periods are used when you add classes; they show the duration of the class. They are also used when you set goals in Accelerated Reader and Accelerated Math.

1. If you want to copy marking periods into a future school year, you must choose to work in that school year first; see page 47.
2. On the Home page, select **School Years**.
3. Select **Add/Edit Marking Periods**.
4. If you are a district administrator or district staff member, on the Select Schools page, check the box for each school for which you want to copy marking periods. Then, select **Next >**.
5. On the Add/Edit Marking Periods page, the **Copy Marking Periods** link Ⓐ will be available if you have not copied marking periods into this school year before. Select the link.


Renaissance Place Real Time
Home > School Years > Select Schools > Add/Edit Marking Periods
Add/Edit Marking Periods
Add or edit marking periods for the selected schools
School Year: 2012-2013 (8/1/2012-7/31/2013)
School: Maple Academy
A
Copy Marking Periods from 2011-2012 School Year to 2012-2013 (dates will be adjusted).
Name*
Start Date*
End Date*
Type
Marking Period
Add

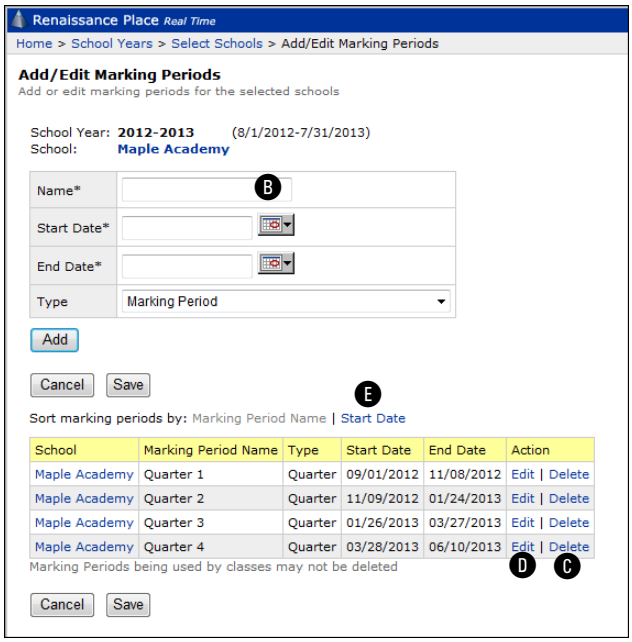
***If you are a school administrator and you have access to more than one school**, choose the Change Role option from your Home page to choose your role at the school you want to work with before following these steps. For more information, see* "Switching Roles from the Home Page" on page 6.

6. The marking periods that can be copied will be listed. Note that the days will be adjusted when you copy them to be within the new school year. To continue, select **Copy**.


Renaissance Place Real Time
Home > School Years > Select Schools > Copy Marking Periods
Copy Marking Periods
Click Copy to copy Marking Periods from the 2011-2012 school year
School: Maple Academy
Copy From: 2011-2012 School Year
Copy To: 2012-2013
Copy Marking Period names with adjusted dates from 2011-2012 School Year to
School: Name Type Start Date End Date
Maple Academy Fall Semester Semester 09/01/2012 01/19/2013
Maple Academy Quarter 1 Quarter 09/01/2012 11/04/2012
Maple Academy Quarter 2 Quarter 11/05/2012 01/19/2013
Maple Academy Quarter 3 Quarter 01/20/2013 03/22/2013
Maple Academy Quarter 4 Quarter 03/23/2013 06/06/2013
Maple Academy Spring Semester Semester 01/20/2013 06/06/2013
Back
Copy

7. You will return to the Add/Edit Marking Periods page, where you can make adjustments to the marking periods if necessary:
   - To add more marking periods, enter a name and the dates Ⓑ and select the type. (You can select the calendar buttons to select the dates instead of typing them.) Then, select **Add** to add the marking period to the list at the bottom of the page.
   - To delete any of the marking periods, select **Delete** in the row for the item Ⓒ.
   - To edit a marking period, select **Edit** Ⓓ in the row for that marking period, change the information in the fields at the top of the page, and select **Update**.
   - To re-sort the list by start date, select **Start Date** Ⓔ. To sort by name again, select **Marking Period Name**.

- If you are copying marking periods for multiple schools, select the number of schools at the top of the page to see the school names.



8. To save the marking periods you have copied and any changes you have made, select **Save**.

Viewing Marking Periods

Who Can Do This?
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☑ Teachers

Learn more about capabilities on page 56.

Follow these steps to view the marking periods for a school.

Note: If you are a school administrator and you have access to more than one school, choose the Change Role option from the Home page to choose your role at the school you want to work with before following these steps (see page 6).

1. If you want to see the marking periods for a past or future school year, you must choose to work in that year first; see page 47.
2. On the Home page, select **School Years**.
3. If you are a teacher, or if you are working in a past school year, select **View Marking Periods**.

   Otherwise, select **Add/Edit Marking Periods**.
4. If you are a district administrator or district staff member, check the school(s) that you want to see marking periods for and select **Next >**.
5. The next page will list the marking periods that have already been defined for the school (if any). Administrators or non-teaching staff can also add, edit, or delete marking periods; see page 15.

Copying Days Off from a Previous School Year

Who Can Do This?

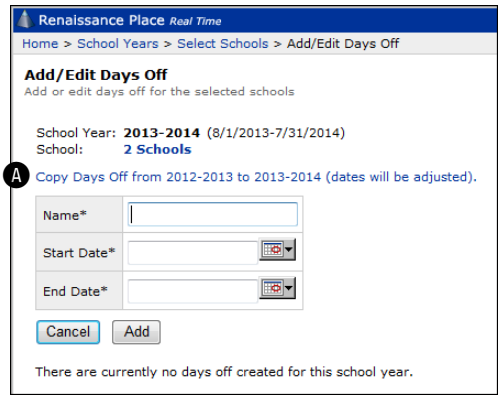
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

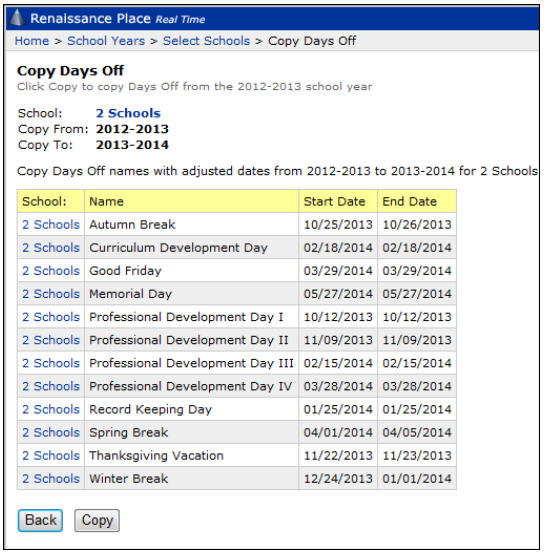
For each new school year, you can copy days off from the previous school year. This link is only available if you have not copied days off before for this school year and if there are days off available for the selected school(s) from the previous school year.

Days off are used for calculations in some reports.

1. If you want to copy days off into a future school year, you must choose to work in that school year first; see page 47.
2. On the Home page, select **School Years**.
3. Select **Add/Edit Days Off**.
4. If you are a district administrator or district staff member, on the Select Schools page, check the box for each school for which you want to copy days off. Then, select **Next >**.
5. On the Add/Edit Days Off page, the **Copy Days Off** link Ⓐ will be available if you have not copied days off into this school year before. Select the link.

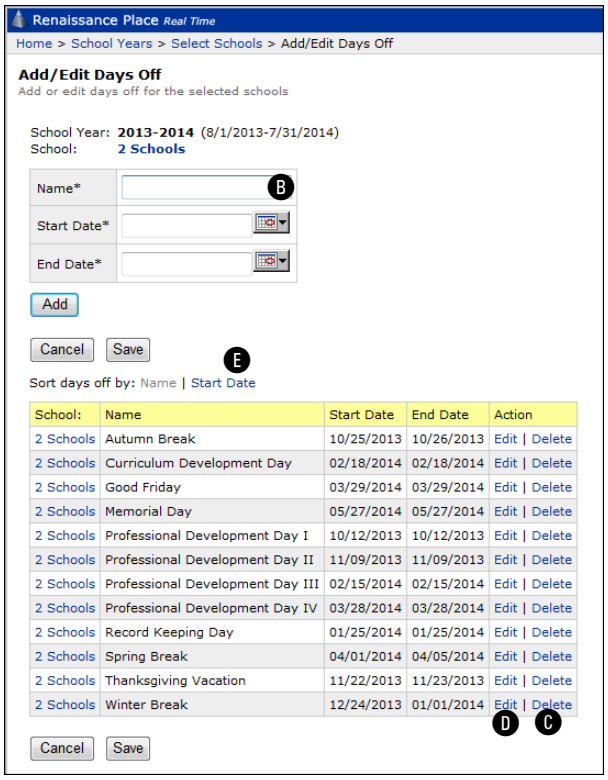

Renaissance Place Real Time
Home > School Years > Select Schools > Add/Edit Days Off
Add/Edit Days Off
Add or edit days off for the selected schools
School Year: 2013-2014 (8/1/2013-7/31/2014)
School: 2 Schools
A
Copy Days Off from 2012-2013 to 2013-2014 (dates will be adjusted).
Name*
Start Date*
End Date*
Cancel
Add
There are currently no days off created for this school year.

6. The days off that can be copied will be listed. Note that the dates will be adjusted when you copy them to be within the new school year. To continue, select **Copy**.


Renaissance Place Real Time
Home > School Years > Select Schools > Copy Days Off
Copy Days Off
Click Copy to copy Days Off from the 2012-2013 school year
School: 2 Schools
Copy From: 2012-2013
Copy To: 2013-2014
Copy Days Off names with adjusted dates from 2012-2013 to 2013-2014 for 2 Schools
School: Name Start Date End Date
2 Schools Autumn Break 10/25/2013 10/26/2013
2 Schools Curriculum Development Day 02/18/2014 02/18/2014
2 Schools Good Friday 03/29/2014 03/29/2014
2 Schools Memorial Day 05/27/2014 05/27/2014
2 Schools Professional Development Day I 10/12/2013 10/12/2013
2 Schools Professional Development Day II 11/09/2013 11/09/2013
2 Schools Professional Development Day III 02/15/2014 02/15/2014
2 Schools Professional Development Day IV 03/28/2014 03/28/2014
2 Schools Record Keeping Day 01/25/2014 01/25/2014
2 Schools Spring Break 04/01/2014 04/05/2014
2 Schools Thanksgiving Vacation 11/22/2013 11/23/2013
2 Schools Winter Break 12/24/2013 01/01/2014
Back
Copy

***If you are a school administrator and you have access to more than one school**, choose the Change Role option from the Home page to choose your role at the school you want to work with before following these steps. For more information, see* "Switching Roles from the Home Page" on page 6.

7. You will return to the Add/Edit Days Off page, where you can make changes to the days off if necessary:


Renaissance Place Real Time
Home > School Years > Select Schools > Add/Edit Days Off
Add/Edit Days Off
Add or edit days off for the selected schools
School Year: 2013-2014 (8/1/2013-7/31/2014)
School: 2 Schools
Name*
Start Date*
End Date*
B
Add
Cancel
Save
E
Sort days off by: Name | Start Date
School: Name Start Date End Date Action
2 Schools Autumn Break 10/25/2013 10/26/2013 Edit | Delete
2 Schools Curriculum Development Day 02/18/2014 02/18/2014 Edit | Delete
2 Schools Good Friday 03/29/2014 03/29/2014 Edit | Delete
2 Schools Memorial Day 05/27/2014 05/27/2014 Edit | Delete
2 Schools Professional Development Day I 10/12/2013 10/12/2013 Edit | Delete
2 Schools Professional Development Day II 11/09/2013 11/09/2013 Edit | Delete
2 Schools Professional Development Day III 02/15/2014 02/15/2014 Edit | Delete
2 Schools Professional Development Day IV 03/28/2014 03/28/2014 Edit | Delete
2 Schools Record Keeping Day 01/25/2014 01/25/2014 Edit | Delete
2 Schools Spring Break 04/01/2014 04/05/2014 Edit | Delete
2 Schools Thanksgiving Vacation 11/22/2013 11/23/2013 Edit | Delete
2 Schools Winter Break 12/24/2013 01/01/2014 Edit | Delete
D
C
Cancel
Save

- To add more days off, enter a name and the dates **B**. (You can select the calendar buttons to select the dates instead of typing them.) Then select **Add** to add the day off to the list at the bottom of the page.
- To delete a day off, select **Delete** in the row for the item **C**.
- To edit a day off, select **Edit** in the row for it **D**, change the information in the fields at the top of the page, and select **Update**.
- To re-sort the list by start date, select **Start Date** **E**. To sort by name again, select **Name**.
- If you are copying days off for multiple schools, select the number of schools at the top of the page to see the school names.

8. To save the days off you have copied and any changes you have made, select **Save**.

Viewing Days Off

Who Can Do This?
☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 56.

Follow these steps to view the days off for a school.

Note: If you are a school administrator and you have access to more than one school, choose the Change Role option from the Home page to choose your role at the school you want to work with before following these steps (see page 6).

1. If you want to see the days off for a past or future school year, you must choose to work in that year first; see page 47.
2. On the Home page, select **School Years**.
3. If you are a teacher or you are working in a past school year, select **View Days Off**; otherwise, select **Add/Edit Days Off**.
4. If you are a district administrator or district staff member, check the school(s) that you want to see days off for and select **Next >**.
5. The next page will list the days off that have already been defined for the school (if any). Administrators or non-teaching staff can also add, edit, or delete days off; see page 15.

Managing Schools

The following sections describe how to view or edit the schools in your district.

Viewing Schools

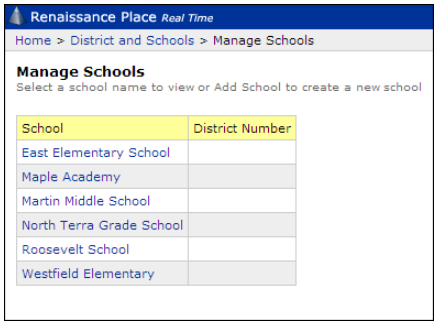
Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

Follow these steps to view a list of the schools in the district and to view information about a specific school:

1. On the Home page, select **District and Schools**.
2. Select **View School** on the District and Schools page.
3. The Manage Schools page lists the schools that have been added to the district so far. The list includes school names and district numbers. For more information about a specific school, select the name of the school.



Editing Schools

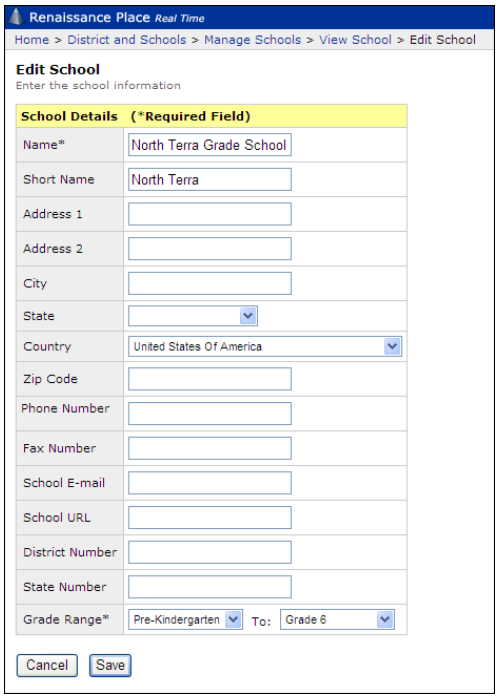
Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

Follow these steps to edit the information for a school:

1. On the Home page, select **District and Schools**.
2. Select **View School** on the District and Schools page. The View School page opens next.
3. Select the school name.
4. Select **Edit School**.
5. Edit the information as needed on the Edit School page. Required fields are marked with an asterisk.
6. Select **Save**.



If you change the school name to one that is the same as another school in the database, the Duplicate School Found page opens.
If you don't want to duplicate an existing school, select ***Cancel****.*
If you want to add another school with the same name, select ***Add School****.*
If the original school needs to be reactivated, select ***Activate****.*

Managing Capabilities

Capabilities give users the right to perform specific tasks in the Renaissance Place products. They are pre-assigned based on:

- Your position, which determines which user group you belong to
- The tasks that user group usually performs

The following sections explain the positions in the Renaissance Place user groups and how to view or change capabilities for user groups or individual users.

The User Groups in Renaissance Place

Your user group determines which Home page you have access to. *After your name in the upper-right corner of each page, the program shows which Home page you are logged in to. This is important if you have been assigned more than one role in the software—you can always tell which role you are using. You can also change the role you are working in without logging out of the program;* *see page 6.*

The Renaissance Place software contains these seven user groups:

- District Administrators
- District Staff
- School Administrators
- School Staff
- Teachers
- Students
- Parents

When you add personnel to the program, you choose the person's primary position, and that places the person in one of these user groups. The positions included in each user group are listed below.

District Administrators

- Assistant Superintendent
- District Superintendent

District Staff

- Academic Testing Coordinator
- Admissions Director
- Curriculum Director
- Custodian—District
- Director of Education
- Food Service Director
- Gifted/Talented Director
- Library/Media Director
- Other District Staff
- Personnel Director
- Reading Specialist
- Secretary—District
- Special Education Director
- Technology/Computer Director
- Title I Director
- Vocational Education Coordinator

School Administrators

- Assistant Principal
- Intervention Specialist
- Librarian/Reading Coordinator
- Principal

School Staff

- At-Risk Coordinator
- Athletic Director
- Athletic Trainer
- Audiologist
- Custodian—School
- Educational Diagnostician
- ESL Coordinator
- Food Service Worker
- Guidance Counselor
- Interpreter
- Librarian/Media Specialist
- Occupational Therapist
- Other School Staff
- Physical Therapist
- Physician
- Reading Specialist
- School Nurse
- School Psychologist
- Secretary—School
- Social Worker
- Speech Therapist
- Teacher's Aide
- Teacher Appraiser
- Teacher Facilitator
- Teacher Supervisor
- Technology/Computer Coordinator

Teachers

- Teachers for each Renaissance Place Product
- ESL Teacher
- Lead Teacher
- Special Duty Teacher
- Special Education Teacher
- Substitute Teacher
- Team Teachers (general Team Teacher or Team Teacher for each Renaissance Place product)
- Visiting Teacher

Students

Students will log in to use some Renaissance Place products.

Parents

If you have chosen to allow parent access (see page 255), parents may be added to the database by administrators or staff so they can log in to view reports. See "Managing Parents" on page 127.

View Default Capabilities for a User Group

How District and School Administrators View Capabilities for a Group or Individual

Who Can Do This?
- ☑ District Administrators
- ☐ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

To see a list of the capabilities that have been granted to a group of users or an individual user, administrators must follow the same steps they would follow to change those capabilities. For more information, see these procedures:

- To view or change the default capabilities that will be granted to new users that you add to each group, see page 59.
- To view or change the capabilities for users who have already been added to the software, see page 61.
- To view or change the capabilities for one person, see page 78.

How District Staff and School Staff View Capabilities for a Group

Who Can Do This?
- ☐ District Administrators
- ☑ District Staff
- ☐ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

Follow these steps to view the default capabilities that have been given to a group of users. (If you want to view the capabilities that one person has, see page 76.)

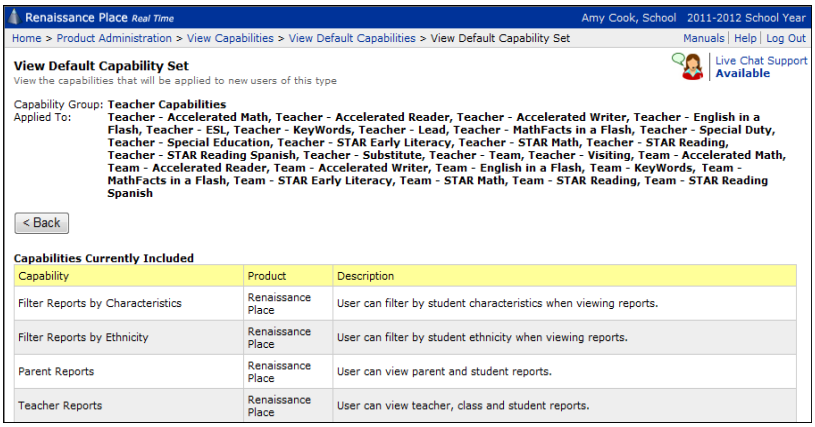
Note: By following these steps, you are viewing the default capabilities that are given to new users as they are added to the software. Administrators may have changed the capabilities for existing users or individuals.

1. On the Home page, select **Product Administration**.
2. Select **Define User Capabilities** on the Product Administration page.
3. School staff members should select **View Default Capability Sets** for school users.

   District staff members should select **View Default** for either school users or district users.
4. If you are a district staff member and you are viewing school user capabilities, on the next page, select the **School** drop-down list and choose a school.

If you have more than one role in the software, *be sure to choose the role that you want to use on your Home page as described on page 6. The role you choose could determine which groups you can view capabilities for.*

5. Select the user group whose capabilities you want to view. The next page will list the capabilities that have been given to this group.


Renaissance Place Real Time
Amy Cook, School 2011-2012 School Year
Home > Product Administration > View Capabilities > View Default Capabilities > View Default Capability Set
Manuals | Help | Log Out
View Default Capability Set
View the capabilities that will be applied to new users of this type
Live Chat Support Available
Capability Group: Teacher Capabilities
Applied To: Teacher - Accelerated Math, Teacher - Accelerated Reader, Teacher - Accelerated Writer, Teacher - English in a Flash, Teacher - ESL, Teacher - KeyWords, Teacher - Lead, Teacher - MathFacts in a Flash, Teacher - Special Duty, Teacher - Special Education, Teacher - STAR Early Literacy, Teacher - STAR Math, Teacher - STAR Reading, Teacher - STAR Reading Spanish, Teacher - Substitute, Teacher - Team, Teacher - Visiting, Team - Accelerated Math, Team - Accelerated Reader, Team - Accelerated Writer, Team - English in a Flash, Team - KeyWords, Team - MathFacts in a Flash, Team - STAR Early Literacy, Team - STAR Math, Team - STAR Reading, Team - STAR Reading Spanish
< Back
Capabilities Currently Included
Capability | Product | Description
Filter Reports by Characteristics | Renaissance Place | User can filter by student characteristics when viewing reports.
Filter Reports by Ethnicity | Renaissance Place | User can filter by student ethnicity when viewing reports.
Parent Reports | Renaissance Place | User can view parent and student reports.
Teacher Reports | Renaissance Place | User can view teacher, class and student reports.

6. To exit this page, select **< Back**.

Editing the Default Capability Sets for New Users in a Group

Who Can Do This?

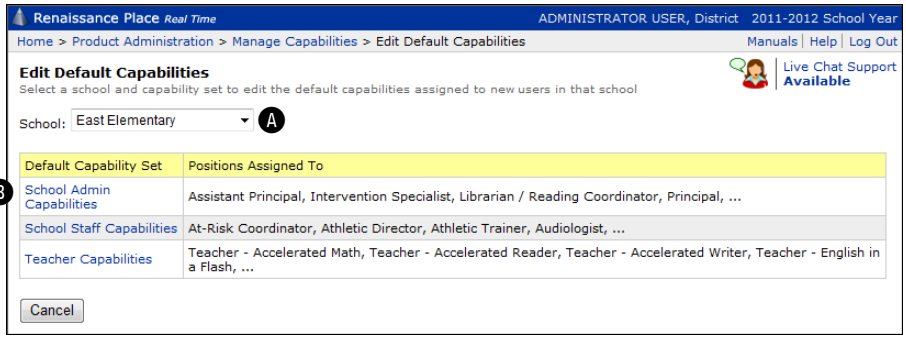
- ☑ District Administrators
- ☐ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

By following these steps, you can change the default capabilities for a user group.

Your changes will affect *new* users added to the group in the future, but *not* existing users who are already in the database. To change capabilities for existing users, see page 61.

1. On the Home page, select **Product Administration**.
2. Select **Define User Capabilities** on the Product Administration page.
3. Select **Edit Default** next to either the District User Capabilities or the School User Capabilities. (If you are a school administrator, only the School User Capabilities will be listed.)
4. If you are a district administrator and you are changing School User Capabilities, choose a school from the **School** drop-down list Ⓐ.


Renaissance Place Real Time
ADMINISTRATOR USER, District 2011-2012 School Year
Home > Product Administration > Manage Capabilities > Edit Default Capabilities
Manuals | Help | Log Out
Edit Default Capabilities
Select a school and capability set to edit the default capabilities assigned to new users in that school
Live Chat Support Available
School: East Elementary
A
B
Default Capability Set | Positions Assigned To
School Admin Capabilities | Assistant Principal, Intervention Specialist, Librarian / Reading Coordinator, Principal, ...
School Staff Capabilities | At-Risk Coordinator, Athletic Director, Athletic Trainer, Audiologist, ...
Teacher Capabilities | Teacher - Accelerated Math, Teacher - Accelerated Reader, Teacher - Accelerated Writer, Teacher - English in a Flash, ...
Cancel

5. Select the user group Ⓑ that you want to change the default capabilities for.

If you are a school administrator assigned to more than one school, *you are editing capabilities for the role you chose in the drop-down list on your Home page. To choose a different school, see* "Switching Roles from the Home Page" on page 6

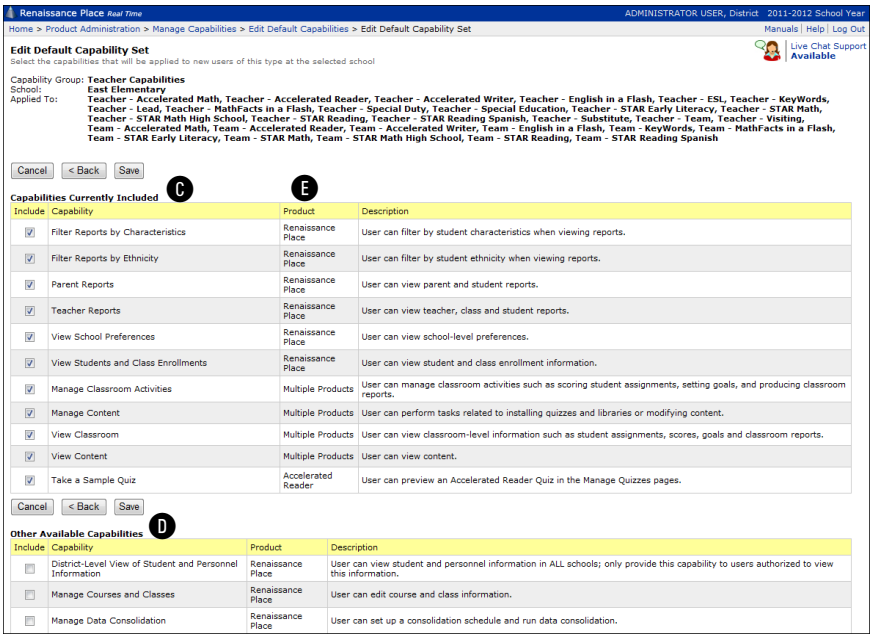
6. On the next page, choose the capabilities that you want this group to have.

   The Capabilities Currently Included Ⓒ are those that new users in this group are given when they are added. If you don't want new users to get some of these capabilities, remove the check mark next to those capabilities.

   The Other Available Capabilities Ⓓ are additional capabilities that you can give to new users in this group. If you want new users in this group to have any of those capabilities, check the ones that you want them to have.

   The Product column Ⓔ shows you which products use each capability.

   Select **Save** when you have finished changing the default capabilities for this group.


Renaissance Place Real Time
ADMINISTRATOR USER, District 2011-2012 School Year
Home > Product Administration > Manage Capabilities > Edit Default Capabilities > Edit Default Capability Set
Manuals | Help | Log Out
Live Chat Support Available
Edit Default Capability Set
Select the capabilities that will be applied to new users of this type at the selected school
Capability Group: Teacher Capabilities
School: East Elementary
Applied To: Teacher - Accelerated Math, Teacher - Accelerated Reader, Teacher - Accelerated Writer, Teacher - English in a Flash, Teacher - ESL, Teacher - KeyWords, Teacher - Lead, Teacher - MathFacts in a Flash, Teacher - Special Duty, Teacher - Special Education, Teacher - STAR Early Literacy, Teacher - STAR Math, Teacher - STAR Math High School, Teacher - STAR Reading, Teacher - STAR Reading Spanish, Teacher - Substitute, Teacher - Team, Teacher - Visiting, Team - Accelerated Math, Team - Accelerated Reader, Team - Accelerated Writer, Team - English in a Flash, Team - KeyWords, Team - MathFacts in a Flash, Team - STAR Early Literacy, Team - STAR Math, Team - STAR Math High School, Team - STAR Reading, Team - STAR Reading Spanish
Cancel
< Back
Save
Capabilities Currently Included
C
E
Include
Capability
Product
Description
Filter Reports by Characteristics
Renaissance Place
User can filter by student characteristics when viewing reports.
Filter Reports by Ethnicity
Renaissance Place
User can filter by student ethnicity when viewing reports.
Parent Reports
Renaissance Place
User can view parent and student reports.
Teacher Reports
Renaissance Place
User can view teacher, class and student reports.
View School Preferences
Renaissance Place
User can view school-level preferences.
View Students and Class Enrollments
Renaissance Place
User can view student and class enrollment information.
Manage Classroom Activities
Multiple Products
User can manage classroom activities such as scoring student assignments, setting goals, and producing classroom reports.
Manage Content
Multiple Products
User can perform tasks related to installing quizzes and libraries or modifying content.
View Classroom
Multiple Products
User can view classroom-level information such as student assignments, scores, goals and classroom reports.
View Content
Multiple Products
User can view content.
Take a Sample Quiz
Accelerated Reader
User can preview an Accelerated Reader Quiz in the Manage Quizzes pages.
Cancel
< Back
Save
Other Available Capabilities
D
Include
Capability
Product
Description
District-Level View of Student and Personnel Information
Renaissance Place
User can view student and personnel information in ALL schools; only provide this capability to users authorized to view this information.
Manage Courses and Classes
Renaissance Place
User can edit course and class information.
Manage Data Consolidation
Renaissance Place
User can set up a consolidation schedule and run data consolidation.

Editing the Capabilities for Existing Users in a Group

Who Can Do This?

- ☑ District Administrators
- ☐ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

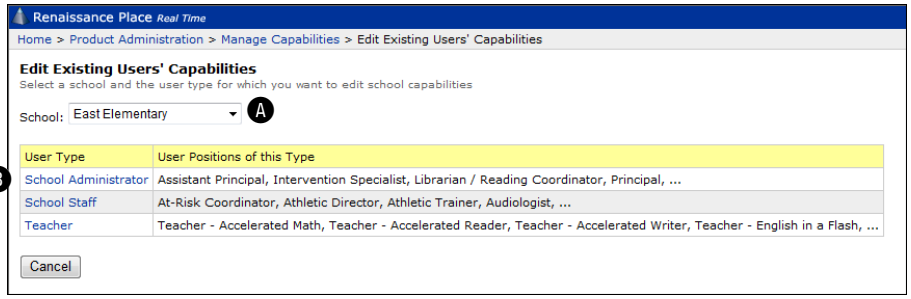
Learn more about capabilities on page 56.

By following these steps, you are changing the capabilities for existing users in a user group—that is, users who are already in this group in the database.

Your changes will not affect new users that have not yet been added to the database. To change the default capabilities that will be given to those users, see page 59.

Important: *If you want to change capabilities for just one person,* follow the steps on page 78 instead.

1. On the Home page, select **Product Administration**.
2. Select **Define User Capabilities** on the Product Administration page.
3. Select **Edit Existing Settings** next to either the District User Capabilities or the School User Capabilities. (If you are a school administrator, only the School User Capabilities will be listed.)
4. If you are a district administrator and you are changing School User Capabilities, choose a school from the **School** drop-down list Ⓐ.


Renaissance Place Real Time
Home > Product Administration > Manage Capabilities > Edit Existing Users' Capabilities
Edit Existing Users' Capabilities
Select a school and the user type for which you want to edit school capabilities
School: East Elementary
A
B
User Type
User Positions of this Type
School Administrator
Assistant Principal, Intervention Specialist, Librarian / Reading Coordinator, Principal, ...
School Staff
At-Risk Coordinator, Athletic Director, Athletic Trainer, Audiologist, ...
Teacher
Teacher - Accelerated Math, Teacher - Accelerated Reader, Teacher - Accelerated Writer, Teacher - English in a Flash, ...
Cancel

5. Select the group that you want to change capabilities for Ⓑ.

If you are a school administrator assigned to more than one school, *you are editing capabilities for the role you chose using the Change Role option on your Home page. To choose a different school, see* "Switching Roles from the Home Page" on page 6.

6. Select one of the three options for each capability for users in this group:
   - **Leave as is** Ⓒ means that users in the group who already have this capability will keep it, and those who don't have the capability still won't have it.
   - **Add to all users** Ⓓ means that everyone in this group will be given the capability, even if some haven't had it before.
   - **Remove from all users** Ⓔ means the capability will be taken away from everyone in the group, even if some users in the group have had the capability up to now.

   The Product column Ⓕ shows you which products use each capability.

   When you have finished, select **Save**.

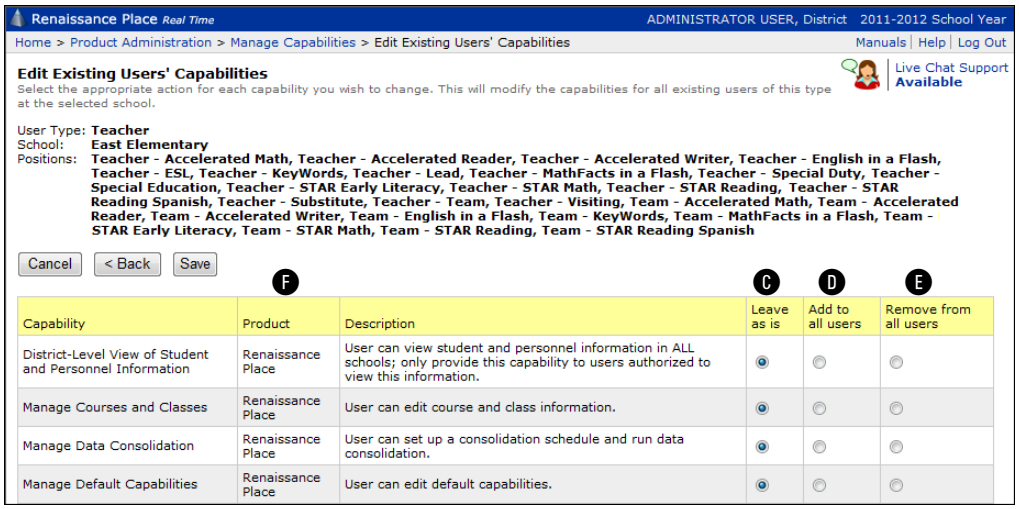

Renaissance Place Real Time
ADMINISTRATOR USER, District 2011-2012 School Year
Home > Product Administration > Manage Capabilities > Edit Existing Users' Capabilities
Manuals | Help | Log Out
Edit Existing Users' Capabilities
Select the appropriate action for each capability you wish to change. This will modify the capabilities for all existing users of this type at the selected school.
Live Chat Support Available
User Type: Teacher
School: East Elementary
Positions: Teacher - Accelerated Math, Teacher - Accelerated Reader, Teacher - Accelerated Writer, Teacher - English in a Flash, Teacher - ESL, Teacher - KeyWords, Teacher - Lead, Teacher - MathFacts in a Flash, Teacher - Special Duty, Teacher - Special Education, Teacher - STAR Early Literacy, Teacher - STAR Math, Teacher - STAR Reading, Teacher - STAR Reading Spanish, Teacher - Substitute, Teacher - Team, Teacher - Visiting, Team - Accelerated Math, Team - Accelerated Reader, Team - Accelerated Writer, Team - English in a Flash, Team - KeyWords, Team - MathFacts in a Flash, Team - STAR Early Literacy, Team - STAR Math, Team - STAR Reading, Team - STAR Reading Spanish
Cancel
< Back
Save
Capability
Product
Description
Leave as is
Add to all users
Remove from all users
District-Level View of Student and Personnel Information
Renaissance Place
User can view student and personnel information in ALL schools; only provide this capability to users authorized to view this information.
Manage Courses and Classes
Renaissance Place
User can edit course and class information.
Manage Data Consolidation
Renaissance Place
User can set up a consolidation schedule and run data consolidation.
Manage Default Capabilities
Renaissance Place
User can edit default capabilities.

Table of Default Capabilities

This table lists the capabilities for Renaissance Place and for multiple products. For more information about the capabilities for a specific product, see the manual for the product you are using.

Capability	Determines Who Can...	District		School		Teacher
		Admin.	Staff	Admin.	Staff	
Content						
Note: Since Renaissance Learning is hosting Renaissance Place for you, the content installation tasks will be done for you by Renaissance Learning.						
Manage Content	Manage content, such as quizzes or libraries.	✓	✓	✓	✓	✓
View Content	View content, such as quizzes or libraries.	✓	✓	✓	✓	✓
District and School Information						
Manage District	Change district information, such as the name, address, or phone number.	✓	+	–	–	–
Manage Schools	Edit schools.	✓	✓	–	–	–
View Schools	View information on schools in the district.	✓	✓	–	–	–
School Years, Marking Periods, and Days Off						
Manage School Year	District personnel with this capability can add, edit, or delete school years.	✓	✓	–	–	–
Manage Marking Periods and Days Off	Add, edit, copy, or delete marking periods (such as quarters or semesters) and days off. Marking periods are used for reports and goal setting. Days off are used for some report calculations. District personnel can manage marking periods and days off for any school. School personnel can only manage marking periods and days off for their school.	✓	✓	✓	✓	+
Courses and Classes						
Manage Courses and Classes	Add, edit, copy, and delete courses and classes, or add and remove students and team teachers in classes. District personnel can do this for any school; school personnel can only do this for their schools.	✓	✓	✓	✓	+
View Courses and Classes	View course and class information. District personnel can view the information for any school. School personnel can view the information for their school.	✓	✓	✓	✓	+

✓ = available + = can be added – = unavailable

Capability	Determines Who Can…	District		School		Teacher
		Admin.	Staff	Admin.	Staff	
Personnel Information						
Manage Personnel	Add, edit, or delete personnel information. District personnel can do this for the district or any school. School personnel can do this for their school.	✓	✓	✓	+	+
View Personnel	View personnel information.	✓	✓	✓	✓	+
Student Information						
District-Level View of Student and Personnel Information	View student and personnel information in ***all*** schools (not just schools to which they may be assigned). Only users who should see information for all schools should be granted this capability.	✓	✓	✓	+	+
Manage School Enrollment	Enroll or unenroll students in schools. District personnel can enroll students in any school. School personnel can only enroll students in their schools.	✓	✓	✓	+	+
Manage Students and Class Enrollments	Add students, enroll students in classes, edit student information and characteristics, manage custom characteristics in the database, and delete students from the database. District personnel can do these tasks for any school. School personnel can do them for their school. This does not include the ability to import, export, or merge student information.	✓	✓	✓	+	+
Manage Student Data	Permanently remove and recover student records. **Note:** District administrators and district staff have this capability by default. However, users with this capability need the Manage Student and Class Enrollments capability as well so that they have access to the Edit Multiple Students page, where they can permanently remove student records.	✓	✓	+	+	+
View Students and Class Enrollments	View student information, including class enrollment.	✓	✓	✓	✓	✓
Merge Students	Merge duplicate student records into one. District personnel can merge student records for any school. School personnel can merge student records for their school.	✓	+	✓	+	+

✓ = available + = can be added — = unavailable

Capability	Determines Who Can...	District		School		Teacher
		Admin.	Staff	Admin.	Staff	
District-Level Student Export and District-Level Student Import	Export student information at all levels for any student at any school or import students into any school.	✓	+	–	–	–
School-Level Student Export and School-Level Student Import	Export student groups within a specific school or import students into a school.	–	–	✓	+	+
Teacher-Level Student Export and Teacher-Level Student Import	Export students of a specific teacher or import students into classes for a specific teacher.	–	–	✓	+	+
Parent Information						
Manage Parents	Add, edit, or delete parent information.	✓	✓	✓	+	+
View Parents	View parent information for parents in the database.	✓	✓	✓	✓	+
Classroom Work						
Manage Classroom Activities	Manage student assignments, goals, scores, and classroom reports, including Record and Assignment Books.	✓	+	✓	+	✓
School-Level Access	Access all classes in all Renaissance Place products.	✓	✓	✓	✓	+
View Classroom	View classroom work, such as student assignments, goals, and scores, including Record and Assignment Books.	✓	+	✓	+	✓
Reports						
District Reports	View reports for all levels: district, schools, teachers, classes, or students.	✓	✓	–	–	–
School Reports	View reports for individual schools and their teachers, classes, and students.	✓	✓	✓	✓	+
Teacher Reports	View reports for an individual teacher's classes.	✓	✓	✓	✓	✓
Parent Reports	View parent reports.	✓	✓	✓	✓	✓
Filter Reports by Characteristics	Limit reports to students who have been assigned specific characteristics in Renaissance Place.	✓	✓	✓	✓	✓
Filter Reports by Ethnicity	Limit reports to students with specific ethnicities, which are set when you add students or edit their information.	✓	✓	✓	✓	✓

✓ = available + = can be added – = unavailable

Capability	Determines Who Can...	District		School		Teacher
		Admin.	Staff	Admin.	Staff	
Manage Reporting Periods	Set the reporting periods for Renaissance Place Consolidated reports. Reporting periods are time periods that you can select for the report.	✓	+	✓	+	+
Manage Data Consolidation	Schedule data consolidation to gather data from all products to include in Renaissance Place reports. You set the date, times, and recurrence. (The default schedule is 2:00 A.M. daily.)	✓	+	+	+	+
Software Preferences						
Change Data Editing Preference	Change the Data Editing Restrictions preference, which prevents users from changing data that is automatically updated from another source, such as your district's student information files. The preference is under Product Administration.	✓	+	–	–	–
Manage District Preferences	Change district-level preferences. Most products do not have district-level preferences.	✓	+	–	–	–
Manage School Preferences	Change school-level preferences for any product, such as the Accelerated Reader Student Quizzing preferences. District personnel can change these for any school. School personnel can change them for their school.	✓	+	✓	+	+
View District Preferences	View district preferences, such as the Data Editing Restrictions preference.	✓	+	–	–	–
View School Preferences	View school-level preferences for any Renaissance Place product.	✓	✓	✓	✓	✓
Manage Default Capabilities	Choose the capabilities for any person or group using Renaissance Place software. District personnel can manage capabilities for any group at any school or at the district. School personnel can only manage capabilities for personnel at their school.	✓	+	✓	+	+
View Default Capabilities	View the capabilities given to new users in each group. Capabilities for existing users may be different. District personnel can view capabilities for district personnel and personnel in any school. School personnel can view capabilities for their school.	✓	✓	✓	✓	+

✓ = available + = can be added – = unavailable

Managing Personnel

The procedures in this section describe how to view personnel information, assign personnel to schools or to the district, import personnel, edit personnel information, edit capabilities for individuals, reactivate inactive personnel, delete personnel from the database, and clear locked personnel accounts.

Viewing Personnel

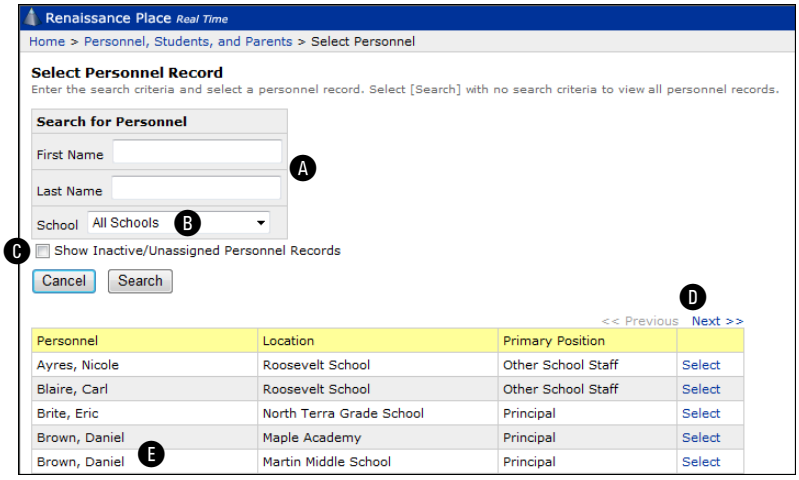
Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

Follow these steps to view personnel information:

1. On the Home page, select **Users**.
2. Select **View Personnel**.
3. Use the Select Personnel Record page to search for the person whose information you want to view. Then, select **Search** to see the search results.



A You can enter all or part of a person's first and last name. You aren't required to enter both names. If you want to find all personnel, leave these fields blank.

B District personnel and school administrators can also select a **School** drop-down list and choose a school to search. (School staff will only have this drop-down list if they have been given the capability to view information from other schools.)

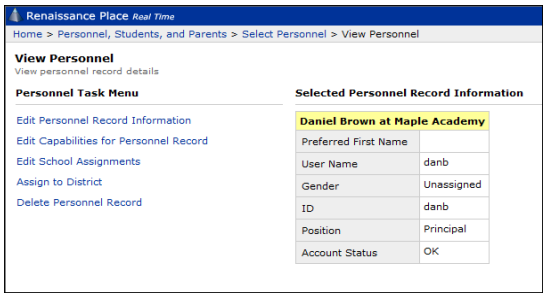
C Check this box if you want to include inactive or unassigned personnel in the search results. Inactive personnel are personnel who were deleted, but not permanently. (For more information, see page 83.) Unassigned personnel are still active, but they are no longer assigned to any school or to the district. (If you are a school administrator or school staff member, this only finds inactive or unassigned personnel who were previously assigned to your school.)

D If the list of search results is long, it will be split into multiple pages. To go to the next page of results, select **Next >>**. To go to the previous page of results, select **<< Previous**.

E Personnel who have more than one assignment will be listed more than once (such as Daniel Brown in this list). To see their information for a specific assignment, in the row for that assignment, choose **Select**.

You may not see all the links shown here. *Your primary position and capabilities, the location the person you chose is assigned to, and the status of the person at that location (active, inactive, or unassigned) all determine which links are available in the Personnel Task Menu.*

4. Choose **Select** next to the person whose information you want to view. The View Personnel page will show you some of the person's information.



Adding Additional Personnel

To add more personnel to Renaissance Place, see page 22.

Importing Personnel Information into the Database

See "Managing Data Imports" on page 217 for instructions on how to import personnel information into the database.

Changing Your Personnel Settings (Password, Email Address, and Security Questions)

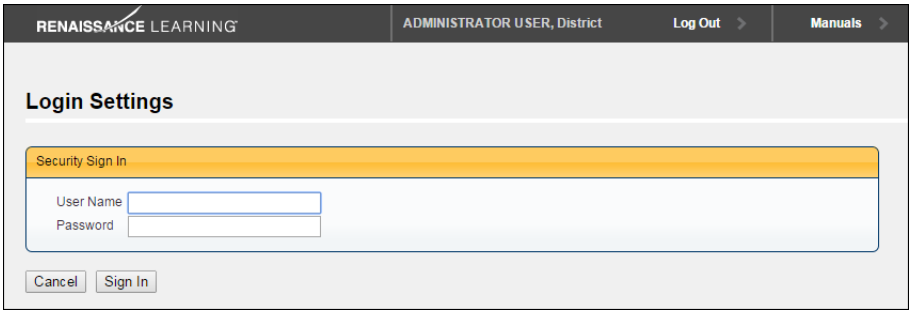
Who Can Do This?

☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 56.

On the Login Settings page, personnel can change their password. They should also set their email address and security questions so that they can reset their password or retrieve their user name if their original information has been forgotten. Follow these steps:

1. On the Home page, select **Users**.
2. Select **Login Settings** at the bottom of the list (under User Profile).
3. First, you will be asked to re-enter your user name and password to confirm your identity. This prevents others from changing your settings while you are away from your computer. Enter this information; then, select **Sign In**.



4. Now you can change your password or enter your other information. To show or hide a section of the page, select the arrow in the heading for that section (Ⓐ on the next page).

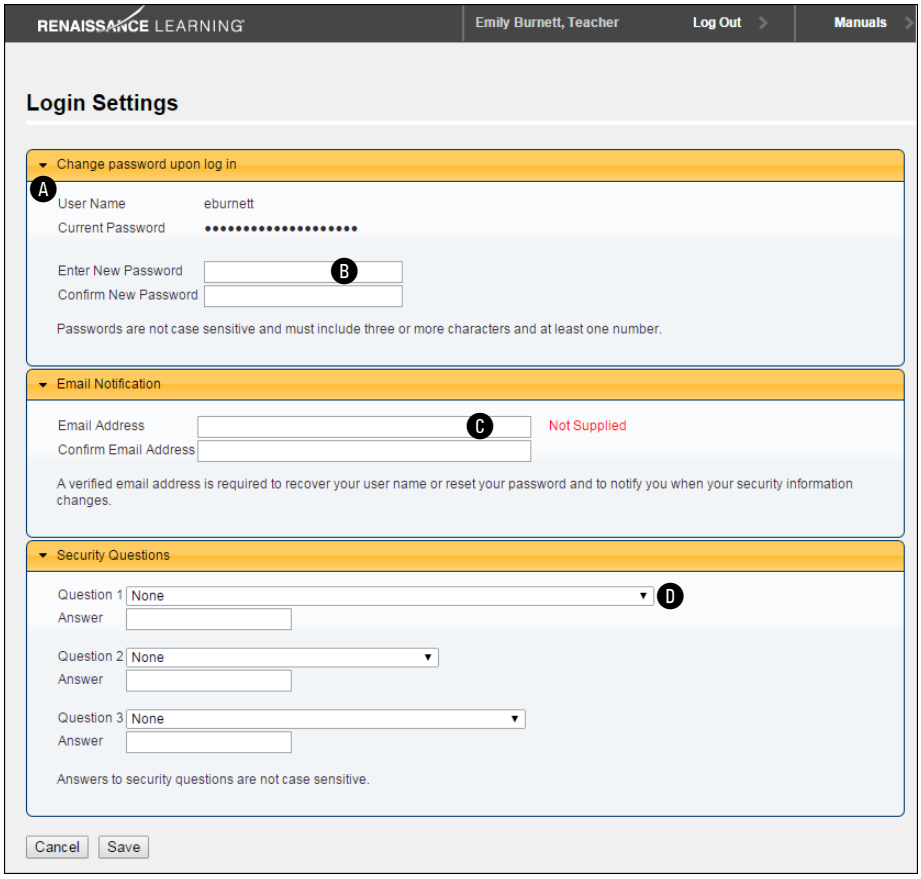
- If you want to change your password, enter your new password in the two fields Ⓑ.
- If you want to enter your email address, enter it in the fields provided Ⓒ. If you do not enter an email address, you will not be able to use the Forgot Your User Name or Password link on the login page if you cannot remember your information.

  When you enter or change an email address and save your changes, you will be sent an email asking you to verify the address; see step 6. (If you need a new email sent, return to this page and select **Re-send Verification** in the Email Notification section.)
- If you want to enter security questions, select each question and enter your answer Ⓓ. Security questions can be used to confirm your identity when you forget your password and need to reset it (see page 71), but they are not required.

When your email address is used:

- *To retrieve a forgotten user name (see page 72).*
- *To verify your identity so that you can reset a forgotten password (see page 71).*
- *To notify you of changes to your account.*

Each security question must be different, and you cannot enter the same answer to more than one security question.



5. When you have finished, select **Save**.
6. If you set or changed your email address, you will see a message reminding you that it must be verified. Select **OK**.

   You will be sent an email. Select the link in the email within 72 hours to go to the Verify Your Email Address page. On that page, enter your user name and password; then, select **Sign In**. A message will tell you that your email address has been verified; when that happens, you can close the page.

   If you need a new email sent for any reason, return to the Login Settings page and select **Re-send Verification**.

How Personnel Reset Forgotten Passwords

Who Can Do This?
☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers
Learn more about capabilities on page 56.

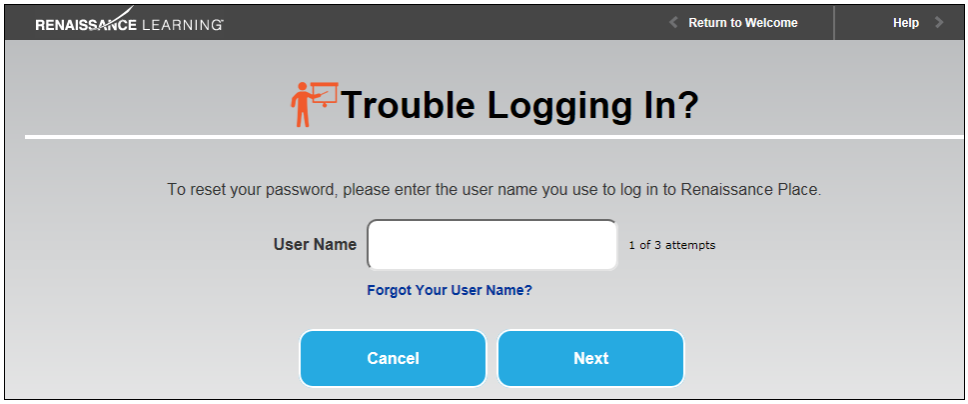
Personnel who have forgotten their password can reset it by following the steps below, ***but only if***

- they have previously used the Login Settings page to enter their email address (see page 68), *and*
- they have verified that email address (see step 6 in the previous section)

Personnel who have not entered and verified their email addresses cannot use the Forgot Your User Name or Password feature. In that case, the district or school administrator for the software can reset the person's password by editing that person's information (see page 74).

Follow these steps to reset your forgotten password:

1. On the Teachers/Administrators login page, select **Forgot Your User Name or Password?**.
2. On the next page, enter your user name; then, select **Next**.



3. If you have previously entered both your email address and security questions, you will be asked which you want to use to reset your password. Select the option you prefer and select **Next**.
4. Follow the instructions for the method you are using:
   - **Using email:**

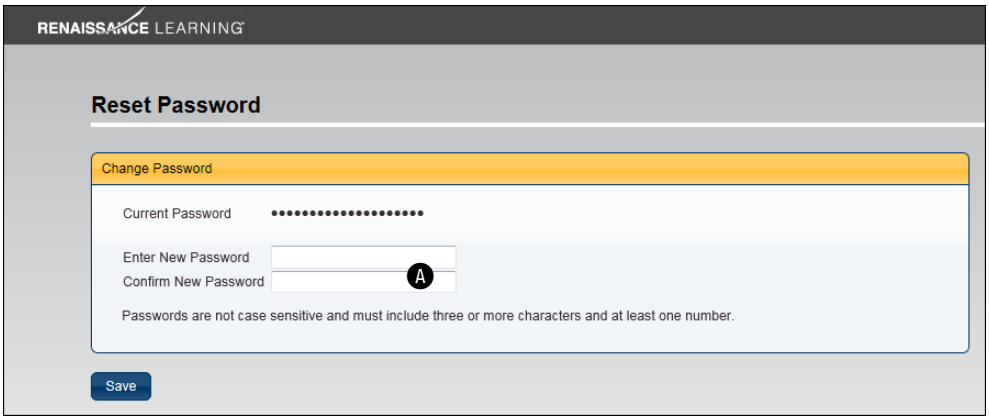
     If your email address has been verified, you will be sent an email. Within 24 hours, select the link in the email to go to a page where you can reset your password. (If you need a new email, go back to step 1 and follow these steps again.)
   - **Using security questions:**

     You will be asked one of the questions that you chose on the Login Settings page. Enter your answer exactly as you did on the Login Settings page when

The Set Login Attempts preference sets how many attempts are allowed. *See page 254.*

you selected the question. Then, select **Next**. If you answer the question correctly, you will go on to the next step. If not, you will get another chance to answer the question; the number of attempts allowed may be shown if there is a limit. If, after that number of attempts, you still have not entered the correct answer, see your administrator to have your account unlocked and your password changed.

5. You will be taken to the Reset Password page. Enter a new password in the two fields Ⓐ; then, select **Save**.



6. A message will confirm that you have successfully changed your password. Select **OK**. Your password will be reset, and you will go back to the login page, where you can log in with your user name and your new password.

How Personnel Retrieve Forgotten User Names

Who Can Do This?
☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers
Learn more about capabilities on page 56.

Personnel members who have forgotten their user name can retrieve it by following the steps below, ***but only if***

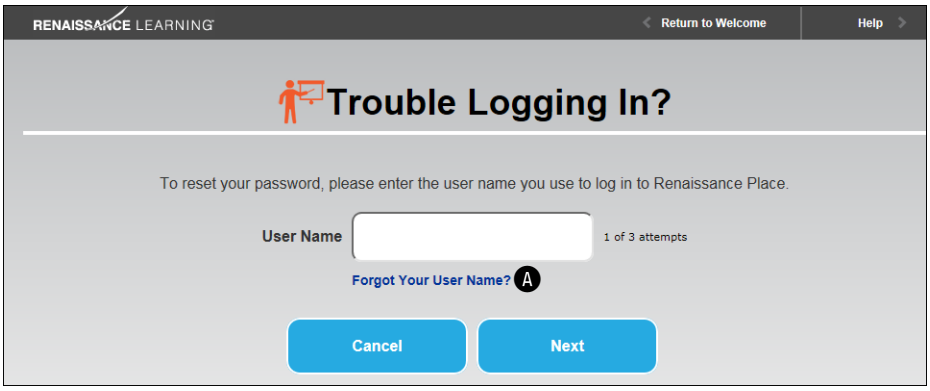
- they have previously used the Login Settings page to enter their email address (see page 68), *and*
- they have verified that email address by selecting a link in the email they were sent and then entering their user name and password

Personnel who have not entered and verified their email addresses cannot use the Forgot Your User Name or Password feature. Instead, if these personnel forget their user name, they must ask the district or school software administrator to find it (see “Viewing Personnel” on page 67).

Follow these steps to retrieve your forgotten user name:

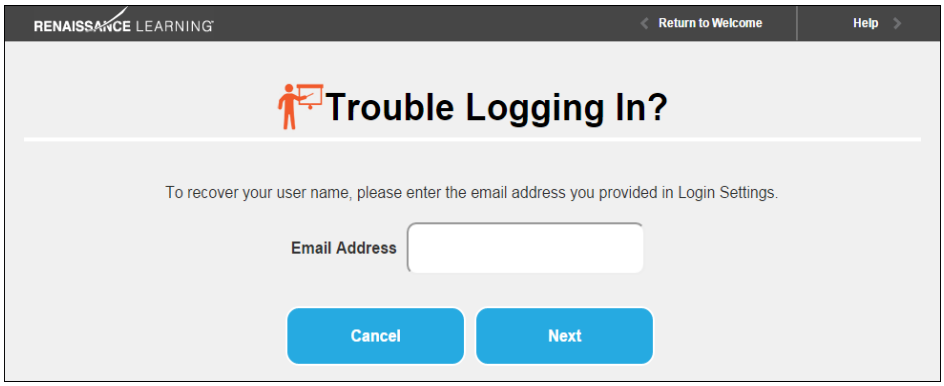
1. On the Teachers/Administrators login page, select **Forgot Your User Name or Password?**.

2. On the next page, under the User Name field, select **Forgot Your User Name?** Ⓐ.



The Set Login Attempts preference sets how many attempts are allowed. *See page 254.*

3. Enter the email address that you previously entered on the Login Settings page and that you verified. Then, select **Next**. (**Note:** If your email has not been verified, you will not be sent your user name.)



4. You will be sent an email that includes your user name, and you will go back to the login page so that you can use that user name to log in.

Editing Personnel

Who Can Do This?

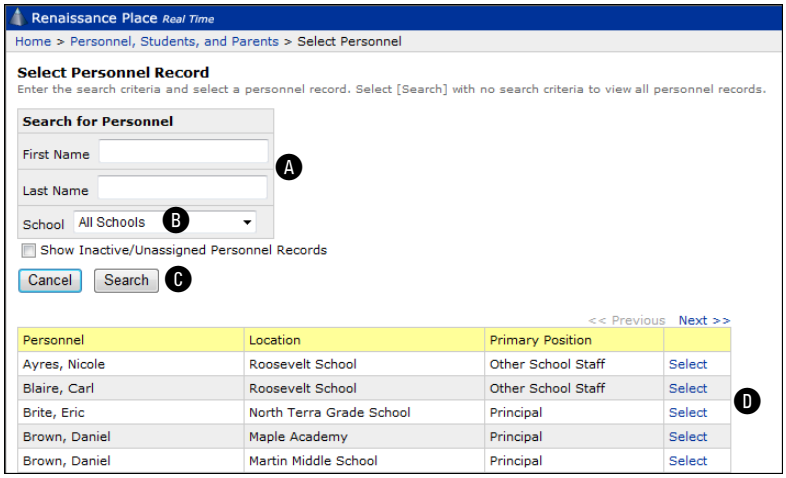
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

Follow these steps to edit personnel information. As you follow these steps, keep these restrictions in mind:

- School administrators can edit information for personnel in their school, but not other personnel.
- You cannot edit information for a person whose record is inactive. (When you search for the person's record, you will see "Inactive" next to the person's name in the search results if the person is inactive.) If you want to change information in an inactive personnel record, you must activate it first (see page 85).

1. On the Home page, select **Users**.
2. Select **View Personnel**.
3. Enter the person's first and/or last name in the blank fields Ⓐ. If you're not sure of the spelling, you can just enter one name or the first few letters of the name you're unsure of. You can also select a specific school to search in Ⓑ. Select **Search** Ⓒ.


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Select Personnel
Select Personnel Record
Enter the search criteria and select a personnel record. Select [Search] with no search criteria to view all personnel records.
Search for Personnel
First Name
Last Name
School All Schools
Show Inactive/Unassigned Personnel Records
Cancel Search
A
B
C
<< Previous Next >>
Personnel | Location | Primary Position
Ayres, Nicole | Roosevelt School | Other School Staff | Select
Blaire, Carl | Roosevelt School | Other School Staff | Select
Brite, Eric | North Terra Grade School | Principal | Select
Brown, Daniel | Maple Academy | Principal | Select
Brown, Daniel | Martin Middle School | Principal | Select
D

4. Choose **Select** Ⓓ after the person's name and information in the search results.
5. Select **Edit Personnel Record Information** on the View Personnel page.

School administrators with access to more than one school *should choose the Change Role option from the Home page to choose their role at the school they want to work with before editing personnel information (see page 6).*

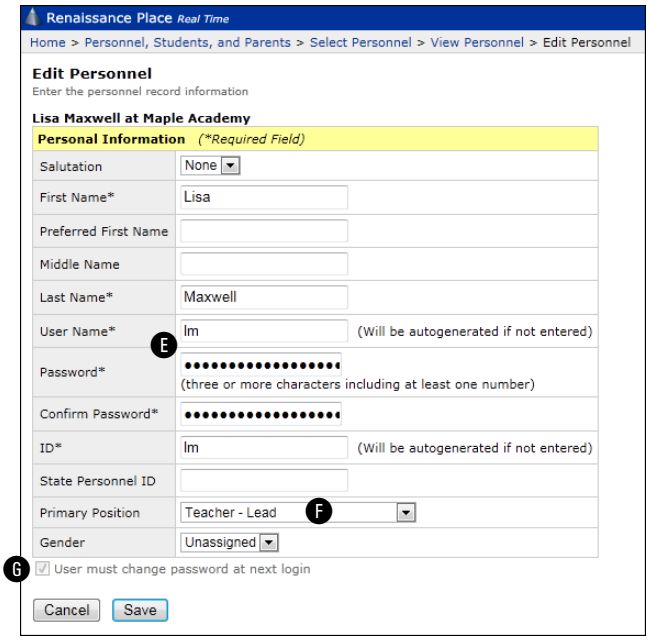
6. Make your changes to the person's record.

   The user name and password Ⓔ are used to log in. They can't be the same. Be sure to give each person his or her user name and password if you change them.

   The primary position Ⓕ determines which tasks the user can perform in the software. For more information, see "Managing Capabilities" on page 56.

   To require the user to change his or her password the next time he or she logs in, you check this box Ⓖ.

   When you've finished, select **Save**.



If you edit the person's name and the new name matches the name of other personnel in the database, *the Duplicate Personnel Record Found page will open. District personnel can choose to keep the new name even though it matches another person (by selecting* ***Add Personnel*** *on this page), to activate a record for a person whose record was deleted, but not permanently (by selecting* ***Activate****), or to cancel. School personnel do not have these options; they must contact the Renaissance Place administrator.*

Viewing Capabilities for Individual Personnel Members

Who Can Do This?

- ☐ District Administrators
- ☑ District Staff
- ☐ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

These steps describe how district staff and school staff can view one person's capabilities. District administrators and school administrators can view a person's capabilities by following the steps to edit the capabilities on page 78. (Teachers cannot view personnel capabilities.)

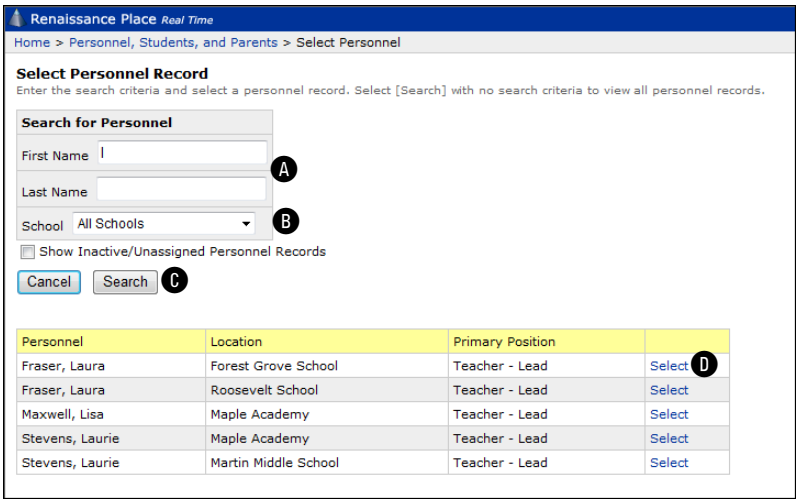
As you follow these steps, keep these restrictions in mind:

- School staff members can view capabilities for personnel in their school, but not other personnel.
- You cannot view capabilities for a person whose record is inactive. (When you search for the person's record, you will see "Inactive" next to the person's name if the record is inactive.) If you want to view capabilities for an inactive personnel record, you must activate it first (see page 85).

School staff should follow these steps to view a person's capabilities:

1. On the Home page, select **Users**.
2. Select **View Personnel**.
3. Enter the person's first and/or last name in the blank fields Ⓐ. If you're not sure of the spelling, you can just enter one name or the first few letters of the name you're unsure of. District staff can also select a specific school to search in Ⓑ.

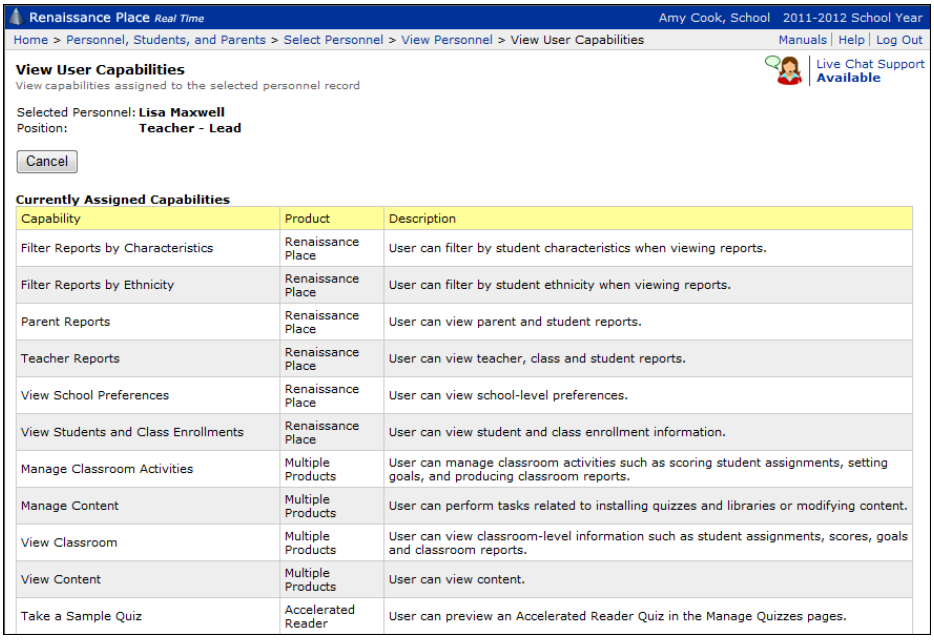
   Select **Search** Ⓒ.



4. Choose **Select** Ⓓ after the person's name and information in the search results.
5. Select **View Capabilities for Personnel Record** on the View Personnel page.

Capabilities determine which tasks each person can perform in the Renaissance Place software. *Usually, each person in a user group has the same capabilities. However, administrators can change the capabilities for individual users. For more information about capabilities and user groups, see* "Managing Capabilities" on page 56.

6. The View User Capabilities page lists the capabilities that have been granted to this user. (The Product column shows which products use each capability.) When you have finished viewing the person's capabilities, select **Cancel**.


Renaissance Place Real Time
Amy Cook, School 2011-2012 School Year
Home > Personnel, Students, and Parents > Select Personnel > View Personnel > View User Capabilities
Manuals | Help | Log Out
View User Capabilities
View capabilities assigned to the selected personnel record
Live Chat Support Available
Selected Personnel: Lisa Maxwell
Position: Teacher - Lead
Cancel
Currently Assigned Capabilities

Capability	Product	Description
Filter Reports by Characteristics	Renaissance Place	User can filter by student characteristics when viewing reports.
Filter Reports by Ethnicity	Renaissance Place	User can filter by student ethnicity when viewing reports.
Parent Reports	Renaissance Place	User can view parent and student reports.
Teacher Reports	Renaissance Place	User can view teacher, class and student reports.
View School Preferences	Renaissance Place	User can view school-level preferences.
View Students and Class Enrollments	Renaissance Place	User can view student and class enrollment information.
Manage Classroom Activities	Multiple Products	User can manage classroom activities such as scoring student assignments, setting goals, and producing classroom reports.
Manage Content	Multiple Products	User can perform tasks related to installing quizzes and libraries or modifying content.
View Classroom	Multiple Products	User can view classroom-level information such as student assignments, scores, goals and classroom reports.
View Content	Multiple Products	User can view content.
Take a Sample Quiz	Accelerated Reader	User can preview an Accelerated Reader Quiz in the Manage Quizzes pages.

Editing Personnel Capabilities

Who Can Do This?
- ☑ District Administrators
- ☐ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

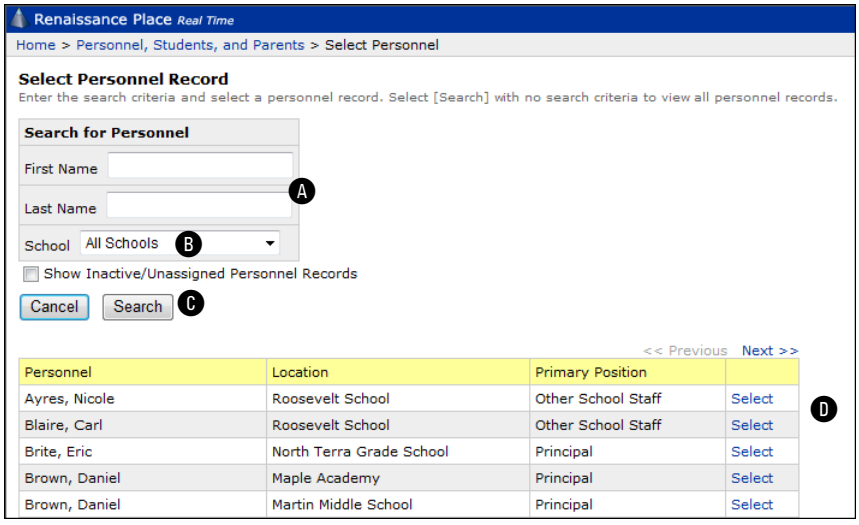
Learn more about capabilities on page 56.

These steps describe how administrators can change one person's capabilities. As you follow these steps, keep these restrictions in mind:

- School administrators can change capabilities for personnel in their school, but not other personnel.
- You cannot change capabilities for a person whose record is inactive. (When you search for the person's record, you will see "Inactive" next to the person's name if the record is inactive.) If you want to change capabilities for an inactive personnel record, you must activate it first (see page 85).

1. On the Home page, select **Users**.
2. Select **View Personnel**.
3. Enter the person's first and/or last name in the blank fields Ⓐ. If you're not sure of the spelling, you can just enter one name or the first few letters of the name you're unsure of. You can also select a specific school to search in Ⓑ.

   Select **Search** Ⓒ.

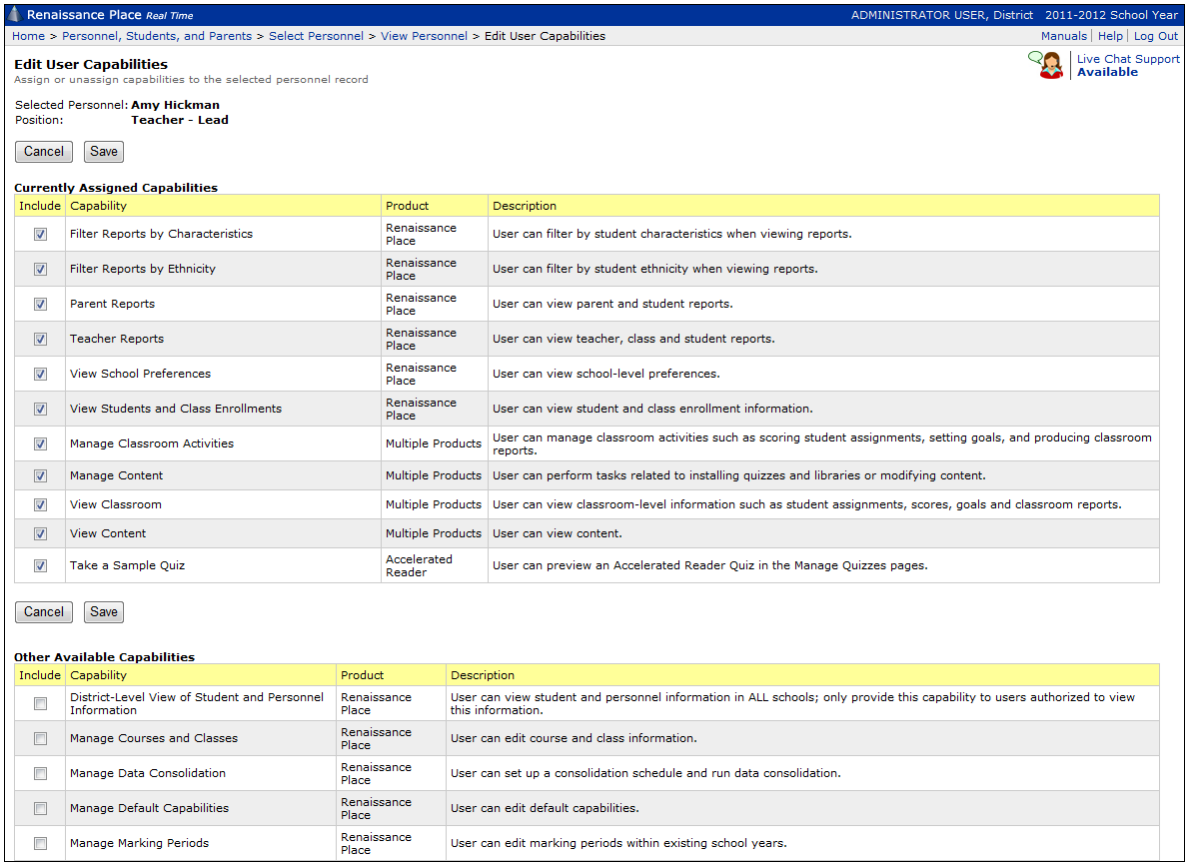


4. Choose **Select** Ⓓ after the person's name and information in the search results.
5. Select **Edit Capabilities for Personnel Record** on the View Personnel page.

School administrators with access to more than one school *should choose the Change Role option from the Home page to choose their role at the school they want to work with before editing personnel capabilities (see page 6).*

Capabilities determine which tasks each person can perform in the Renaissance Place software. *Usually, each person in a user group has the same capabilities. However, administrators can change the capabilities for individual users. For more information about capabilities and user groups, see* "Managing Capabilities" on page 56

6. The user has each capability that is checked in the list on the Edit User Capabilities page. To add another capability, check the box for that capability. To remove a capability, remove the check mark from the box for it. The Product column shows you which product uses each capability.


Renaissance Place Real Time
ADMINISTRATOR USER, District 2011-2012 School Year
Home > Personnel, Students, and Parents > Select Personnel > View Personnel > Edit User Capabilities
Manuals | Help | Log Out
Live Chat Support Available
Edit User Capabilities
Assign or unassign capabilities to the selected personnel record
Selected Personnel: Amy Hickman
Position: Teacher - Lead
Cancel
Save
Currently Assigned Capabilities
Include | Capability | Product | Description
Filter Reports by Characteristics | Renaissance Place | User can filter by student characteristics when viewing reports.
Filter Reports by Ethnicity | Renaissance Place | User can filter by student ethnicity when viewing reports.
Parent Reports | Renaissance Place | User can view parent and student reports.
Teacher Reports | Renaissance Place | User can view teacher, class and student reports.
View School Preferences | Renaissance Place | User can view school-level preferences.
View Students and Class Enrollments | Renaissance Place | User can view student and class enrollment information.
Manage Classroom Activities | Multiple Products | User can manage classroom activities such as scoring student assignments, setting goals, and producing classroom reports.
Manage Content | Multiple Products | User can perform tasks related to installing quizzes and libraries or modifying content.
View Classroom | Multiple Products | User can view classroom-level information such as student assignments, scores, goals and classroom reports.
View Content | Multiple Products | User can view content.
Take a Sample Quiz | Accelerated Reader | User can preview an Accelerated Reader Quiz in the Manage Quizzes pages.
Cancel
Save
Other Available Capabilities
Include | Capability | Product | Description
District-Level View of Student and Personnel Information | Renaissance Place | User can view student and personnel information in ALL schools; only provide this capability to users authorized to view this information.
Manage Courses and Classes | Renaissance Place | User can edit course and class information.
Manage Data Consolidation | Renaissance Place | User can set up a consolidation schedule and run data consolidation.
Manage Default Capabilities | Renaissance Place | User can edit default capabilities.
Manage Marking Periods | Renaissance Place | User can edit marking periods within existing school years.

7. Select **Save**.
8. Select **Done** after viewing a list of the changes that were made.

Editing Personnel School Assignments

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

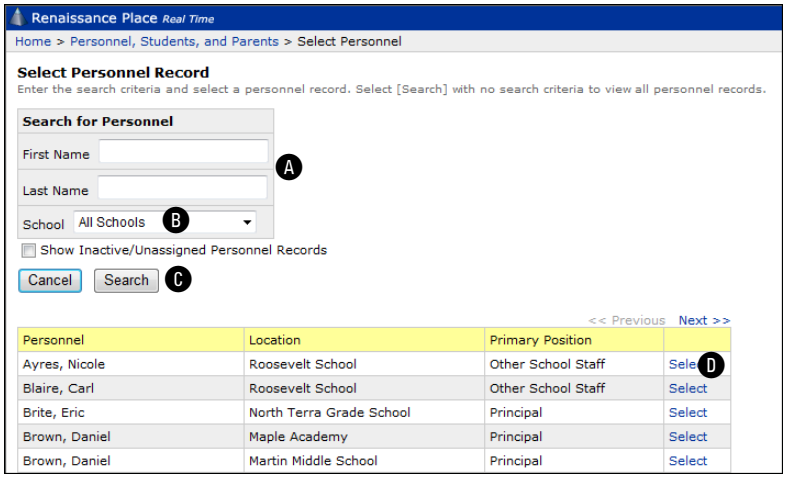
After you add school personnel, you choose the school that each person is assigned to as you add that person's information.

By following these steps, administrators and district staff can change the schools that a person is assigned to. (School administrators with the default capabilities can only assign personnel to and unassign personnel from their school.)

You cannot change school assignments for a person whose record is inactive. (When you search for the person's record, you will see "Inactive" next to the person's name if the record is inactive.) If you want to change school assignments for an inactive personnel record, you must activate it first (see page 85).

1. If you are a school administrator and you are assigned to more than one school, go to your Home page, select your name, then the **Change Role** option, and choose your role at the school that needs personnel assigned. For more information, see "Switching Roles from the Home Page" on page 6.
2. On the Home page, select **Users**.
3. Select **View Personnel**.
4. Enter the person's first and/or last name in the blank fields Ⓐ. If you're not sure of the spelling, you can just enter one name or the first few letters of the name you're unsure of. You can also select a specific school to search in Ⓑ.

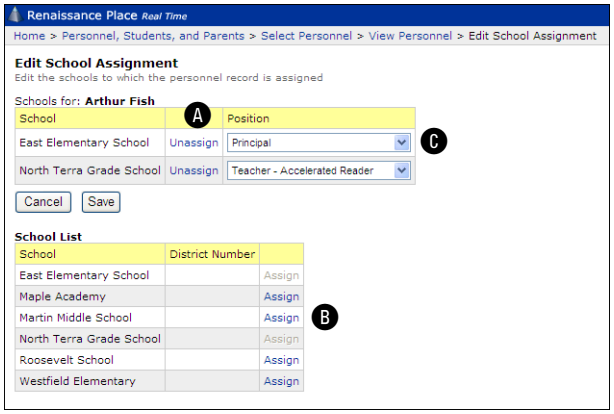
   Select **Search** Ⓒ.



5. Choose **Select** Ⓓ after the person's name and information in the search results.
6. Now, follow the instructions for your type of user (district or school) on the next page.

District Administrators and District Staff

1. Select **Edit School Assignments** on the View Personnel page.
2. On the Edit School Assignment page, make your changes as needed:
   - To remove the person from a school, select **Unassign** Ⓐ.
   - To assign a person to that school, select **Assign** Ⓑ next to a school. (Personnel can be assigned to more than one school.) When the school appears in the list at the top of the page, use the drop-down list Ⓒ to choose the person's position at the school.
   - If you want to keep the person's school assignment the same but change the person's position at the school, choose a different position from the drop-down list Ⓒ.
3. Select **Save**.



School Administrators

Select one of these links on the View Personnel page. Only one of the three will be available:

- If the person is not in your school, select **Assign to School** to assign the person to your school. This link is available if the person's record is active, but the person is not assigned to your school.
- To remove the person from your school, select **Unassign from School**. (This link is available if the person is currently assigned to your school.) Then, select **OK** to confirm that you want to do this.
- To assign an inactive or unassigned person to your school, select **Activate Personnel Record in This School**. (If the person was assigned to your school before, select **Reactivate Personnel Record** instead.)

Editing District Personnel Assignments

Who Can Do This?

- ☑ District Administrators
- ☐ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

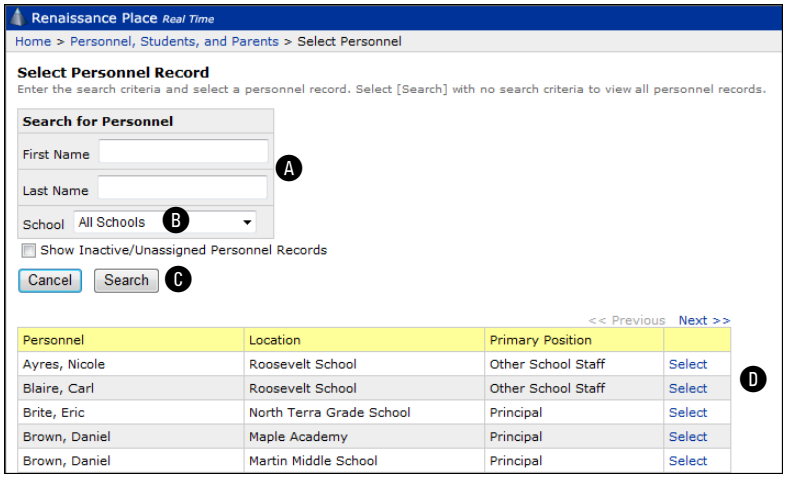
Learn more about capabilities on page 56.

By following these steps, the district administrator can assign personnel to the district or remove a district assignment. Assigning a person to the district doesn't change any school assignments he or she might have.

You cannot assign a person to the district if that person's record is inactive. (When you search for the person's record, you will see "Inactive" next to the person's name if the record is inactive.) If you want to assign an inactive person to the district, you must activate the person's record first (see page 85).

1. On the Home page, select **Users**.
2. Select **View Personnel**.
3. Enter the person's first and/or last name in the blank fields Ⓐ. If you're not sure of the spelling, you can just enter one name or the first few letters of the name you're unsure of. You can also select a specific school to search in Ⓑ.

   Select **Search** Ⓒ.



4. Choose **Select** Ⓓ after the person's name and information in the search results.
5. If the person is not already assigned to the district, and you want to do so, select **Assign to District**. The person will be assigned as district secretary. You can change the person's position at the district by editing his or her personnel record (see page 74).

   If the person is already assigned to the district, and you want to remove that assignment, select **Unassign from District**.

Deleting or Inactivating Personnel

Who Can Do This?
☑ District Administrators
☑ District Staff
☑ School Administrators
☐ School Staff
☐ Teachers
Learn more about capabilities on page 56.

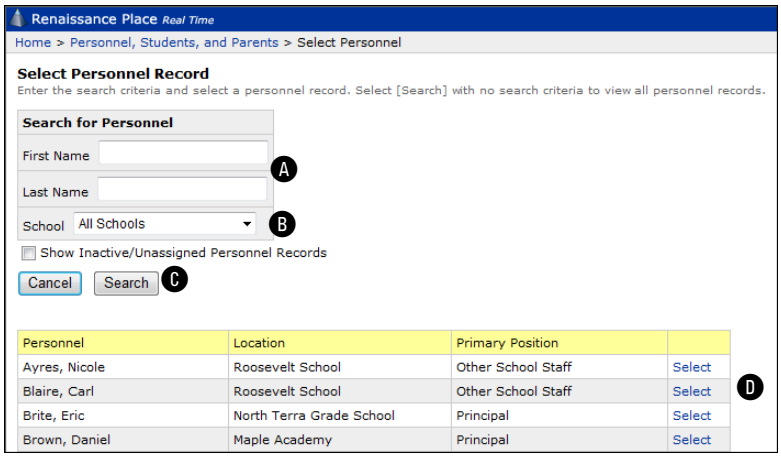
District administrators, district staff, and school administrators can delete personnel. When you delete personnel, you will be able to choose whether you want to inactivate them or permanently delete them from the database.

Keep these restrictions in mind when you delete personnel:

- The program won't allow you to permanently delete personnel with certain records attached to their name (such as an assignment to another school or a designation as both a teacher and a parent); those personnel will be inactivated instead.
- You cannot permanently delete a person whose record is already inactive. (When you search for the person's record, you will see "Inactive" next to the person's name if the record is inactive.) If you want to permanently delete an inactive personnel record, you must reactivate it first (see page 85).

1. On the Home page, select **Users**.
2. Select **View Personnel**.
3. Enter the person's first and/or last name in the blank fields Ⓐ. If you're not sure of the spelling, you can just enter one name or the first few letters of the name you're unsure of. You can also choose a school to search in Ⓑ.

   Select **Search** Ⓒ.



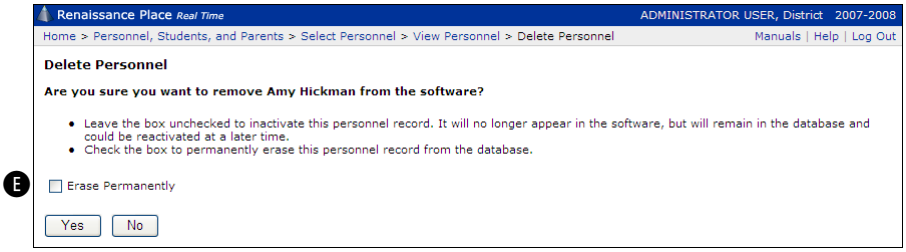
4. Choose **Select** Ⓓ after the person's name and information in the search results.

   Note: If the person is assigned to more than one location, it does not matter which location you select.

School administrators can only delete personnel in their school. *School administrators with access to more than one school should choose the Change Role option from the Home page to choose their role at the school they want to work with before deleting personnel (see page 6).*

***If you inactivate a person's record**, you can reactivate it again later. See the next section for detailed instructions.*

5. Select **Delete Personnel Record** on the View Personnel page. The Delete Personnel page asks if you are sure you want to delete the person.
6. If you want to delete the person's record permanently, check the **Erase Permanently** box Ⓔ. If you don't check the box, the person's record will become inactive, but it won't be permanently deleted. (Records with dependent data may not be erased permanently; they will be inactivated instead.)
7. Select **Yes** to finish deleting or inactivating the personnel record.


Renaissance Place Real Time
ADMINISTRATOR USER, District 2007-2008
Home > Personnel, Students, and Parents > Select Personnel > View Personnel > Delete Personnel
Manuals | Help | Log Out
Delete Personnel
Are you sure you want to remove Amy Hickman from the software?
Leave the box unchecked to inactivate this personnel record. It will no longer appear in the software, but will remain in the database and could be reactivated at a later time.
Check the box to permanently erase this personnel record from the database.
Ⓔ
Erase Permanently
Yes
No

Reactivating Personnel

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

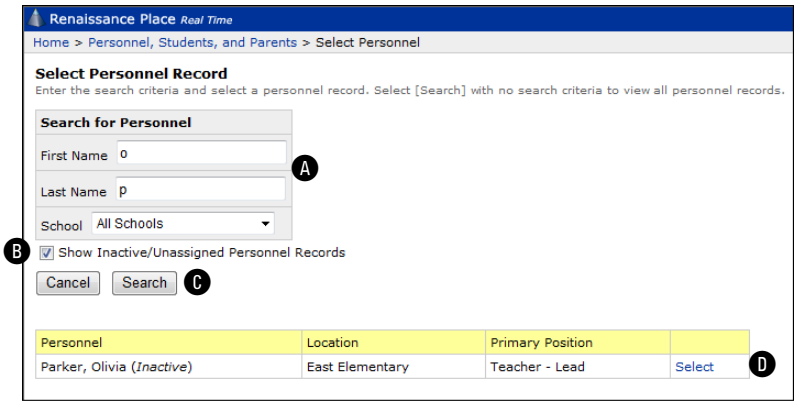
When you delete personnel from the database, you can either delete the person's record permanently or inactivate the record. If you decided not to delete the record permanently, you can reactivate the personnel record.

Follow these steps to reactivate inactive personnel:

1. On the Home page, select **Users**.
2. Select **View Personnel**.
3. Enter the person's first and/or last name in the blank fields Ⓐ. If you're not sure of the spelling, you can just enter one name or the first few letters of the name you're unsure of.

   Make sure you check the **Show Inactive/Unassigned Personnel Records** Ⓑ box.

   Select **Search** Ⓒ.



4. Choose **Select** Ⓓ after the person's name and information in the search results. If the person is assigned to more than one location, select the location that you want to reactivate the person's record for.
5. On the View Personnel page, select **Reactivate Personnel** or **Activate Personnel Record in this School**. The link you see will depend on your role and the person's previous assignment.
6. You may be asked if you want to activate only the person or the person and all of his or her records. To continue, select **Only** to activate only the person, or select **All Records** to activate the person and all of his or her records.
7. The program tells you if the person has been successfully activated. Select **Continue**.

Unlocking Personnel Accounts

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

A personnel account can get locked if the person enters the wrong password too many times in a row while trying to log in. This is a security feature—it prevents others from having too many chances to guess your password and log in under your name. The program will automatically unlock all accounts at midnight every night; however, if you need to unlock an administrator, staff, or teacher account before then, you can do one of two things:

- To unlock more than one personnel account, see "Viewing and Unlocking Multiple Personnel Accounts" below.
- To unlock just one account, see "Unlocking Personnel Accounts from the View Personnel Page" on page 87.

District personnel can unlock any personnel account. If you are a school administrator, you can unlock accounts for personnel in your school; if you have access to more than one school, choose the Change Role option from the Home page to choose the school that needs accounts unlocked (see page 6).

Note: For help unlocking the default administrator account (the one given to the Renaissance Place administrator) contact Renaissance Learning.

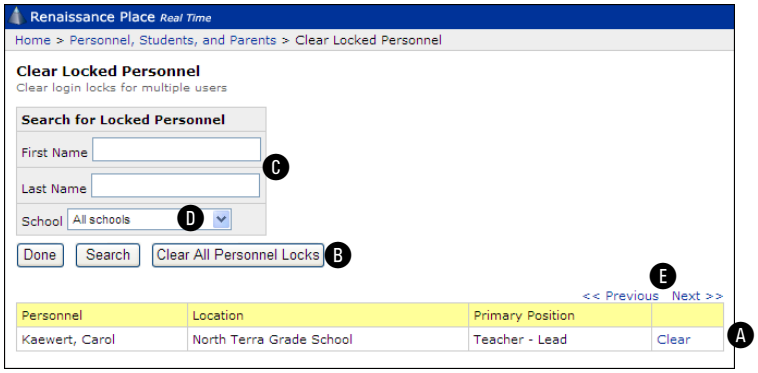
Viewing and Unlocking Multiple Personnel Accounts

You can control the number of times the wrong password can be entered *before the program locks the account. To do this, use the Account Login preference. For details, see page 254.*

Follow these steps to unlock multiple personnel accounts:

1. On the Home page, select **Users**.
2. Select **Clear Locked Personnel** on the Personnel, Students, and Parents page. The Clear Locked Personnel page will list all personnel whose accounts are locked.
3. To clear locks for individuals, select **Clear** in the row for each person Ⓐ.

   To clear locks for all personnel at once, select **Clear All Personnel Locks** Ⓑ.



> ***If a person is listed at more than one location,*** *clearing the lock will unlock all the locations.*

To search for a specific personnel record, enter all or part of the first name and/or last name Ⓒ. District administrators and staff can choose a school to search in from the **School** drop-down list Ⓓ. Then, select **Search**.

If the list is long, it will be split into more than one page. Select **Next >>** to go to the next page or **<< Previous** to go back Ⓔ.

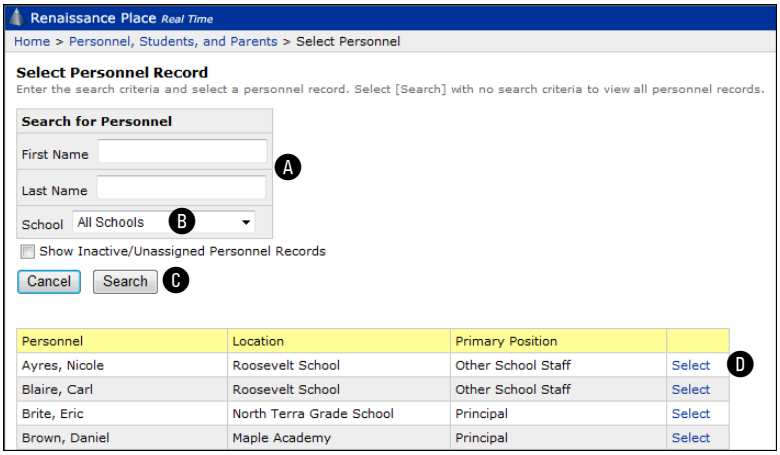
4. Select **Done** when you have finished clearing locks.

Unlocking Personnel Accounts from the View Personnel Page

Follow these steps to unlock an account for one person:

1. On the Home page, select **Users**.
2. Select **View Personnel**.
3. Enter the person's first and/or last name in the blank fields Ⓐ. If you're not sure of the spelling, you can just enter one name or the first few letters of the name you're unsure of. You can also choose a school to search in from the **School** drop-down list Ⓑ; school administrators should choose their own school since they cannot clear locks for students in other schools.

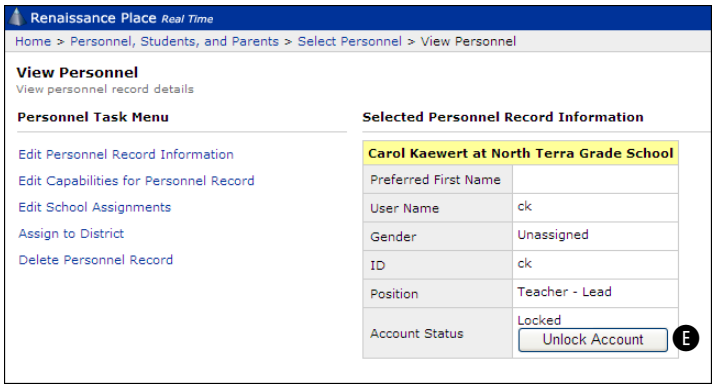
   Select **Search** Ⓒ.



4. Choose **Select** Ⓓ after the person's name and information in the search results.

   Note: If the person is assigned to more than one location, it does not matter which location you select.

5. Select **Unlock Account** Ⓔ on the right side of the View Personnel page. The Account Status will change to OK.



Managing Students

The following sections describe how to view, add, edit, or delete student information, import and export student information, enroll students in schools, edit student characteristics, manage the list of available characteristics, choose the classes each student should be enrolled in, promote students, and clear locked student accounts.

Searching for Students and Viewing Their Information

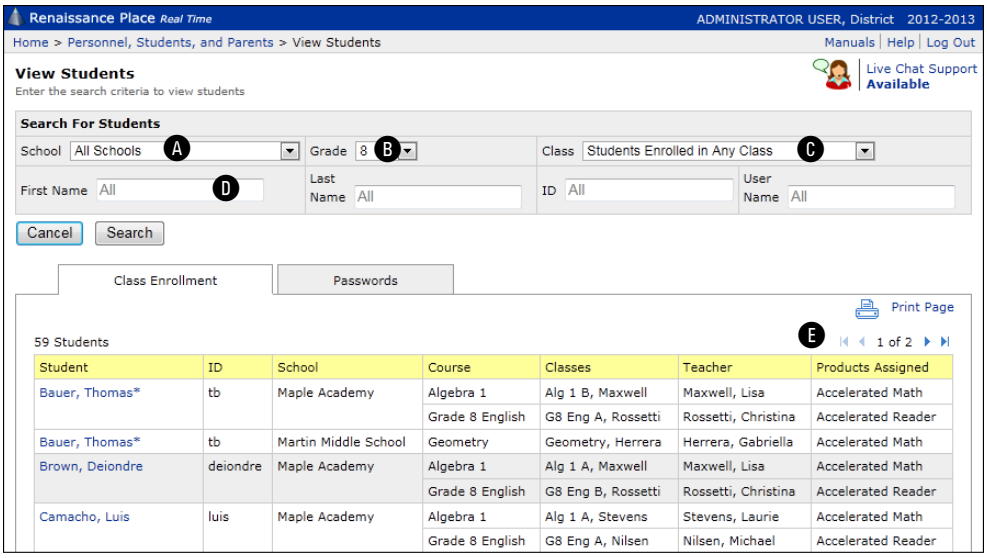
Who Can Do This?

☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 56.

Follow these steps to view student information. If you are a teacher, please note that you can only view information for students in your classes.

1. On the Home page, select **Users**.
2. Select **View Students** on the Personnel, Students, and Parents page**.**
3. Use the View Students page to search for the students whose information you want to view. Then, select **Search** to see the search results.


Renaissance Place Real Time
ADMINISTRATOR USER, District 2012-2013
Home > Personnel, Students, and Parents > View Students
Manuals | Help | Log Out
View Students
Enter the search criteria to view students
Live Chat Support Available
Search For Students
School All Schools A
Grade 8 B
Class Students Enrolled in Any Class C
First Name All D
Last Name All
ID All
User Name All
Cancel
Search
Class Enrollment
Passwords
Print Page
59 Students
E
1 of 2
Student | ID | School | Course | Classes | Teacher | Products Assigned
Bauer, Thomas* | tb | Maple Academy | Algebra 1 | Alg 1 B, Maxwell | Maxwell, Lisa | Accelerated Math
Grade 8 English | G8 Eng A, Rossetti | Rossetti, Christina | Accelerated Reader
Bauer, Thomas* | tb | Martin Middle School | Geometry | Geometry, Herrera | Herrera, Gabriella | Accelerated Math
Brown, Deiondre | deiondre | Maple Academy | Algebra 1 | Alg 1 A, Maxwell | Maxwell, Lisa | Accelerated Math
Grade 8 English | G8 Eng B, Rossetti | Rossetti, Christina | Accelerated Reader
Camacho, Luis | luis | Maple Academy | Algebra 1 | Alg 1 A, Stevens | Stevens, Laurie | Accelerated Math
Grade 8 English | G8 Eng A, Nilsen | Nilsen, Michael | Accelerated Reader

A Choose one school, all schools, or students who are not enrolled in a school. ***If you are looking for a student who seems to already be in the software but who is not found when you search in your school, try searching for students who are not enrolled in a school.***

B Choose a grade, or choose **All** to search all grades.

C For students enrolled in schools, you can choose a class, or you can choose to search for students enrolled in any class, those not enrolled in a class, or all students.

D You can enter all or part of a student's first and last name, ID, and user name. The program will search the current school first, then other schools. If you want to find all students who meet the other criteria, leave these fields blank.

E If the list of search results is long, it will be split into multiple pages. Select ▶ to go to the next page of results or ◀ to go back. You can also select ▶| to go to the last page of results, or |◀ to go back to the first page.

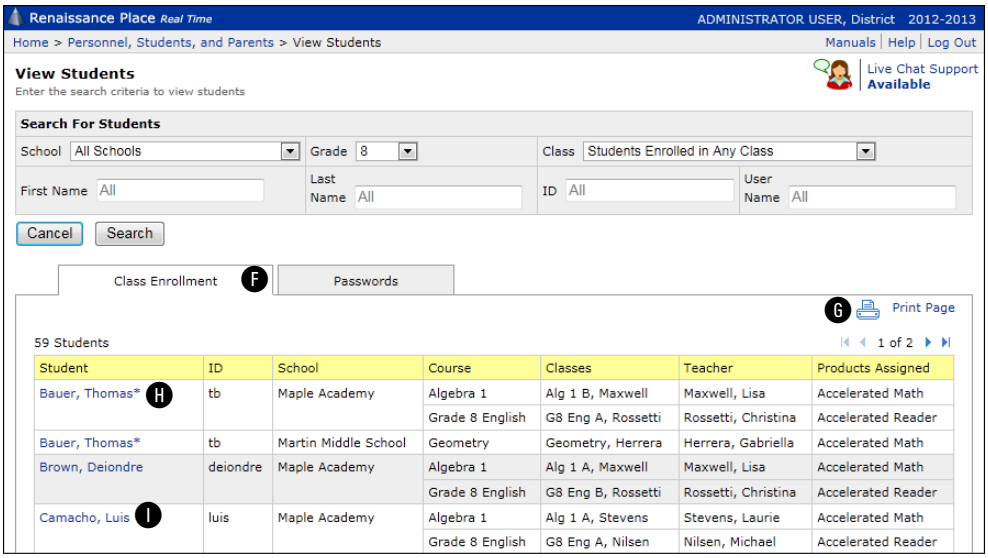
4. What you see in the search results depends on whether the software found any matches and whether you searched for enrolled or unenrolled students:

If student names are not links, *you do not have the capabilities necessary to change students' information or enrollment.*

Search Results for Students Enrolled in a School

The results will show the students' class enrollment or user names and passwords. Select the tab that you want to see Ⓕ. Things to note:

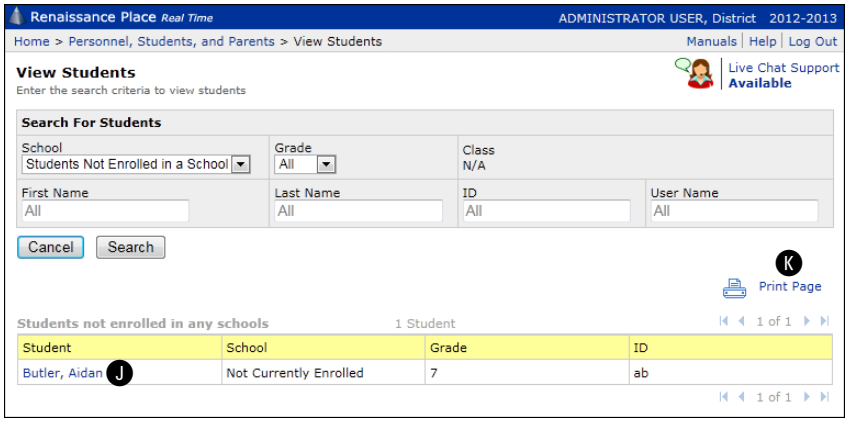
- If you want to print the information on a tab, select **Print Page** Ⓖ on the right. If you have more than 50 results, note that only the page of results that you are viewing will be printed. (On the Passwords tab, you can also view a PDF and choose how to group and sort the list; see page 92.)
- Students who are in more than one school are listed once for each of their schools and are marked with an asterisk (*) Ⓗ.
- If you have the capabilities required to change student information, you can select student names Ⓘ to change their information. The names are not links if you do not have those capabilities.
- The Class Enrollment tab includes the course and class names, all assigned teachers for each class, and the products that the class can use. For more information about the Passwords tab, see page 92.


Renaissance Place Real Time
ADMINISTRATOR USER, District 2012-2013
Home > Personnel, Students, and Parents > View Students
Manuals | Help | Log Out
View Students
Enter the search criteria to view students
Live Chat Support Available
Search For Students
School All Schools
Grade 8
Class Students Enrolled in Any Class
First Name All
Last Name All
ID All
User Name All
Cancel
Search
Class Enrollment
F
Passwords
G
Print Page
59 Students
1 of 2
Student | ID | School | Course | Classes | Teacher | Products Assigned
Bauer, Thomas* H | tb | Maple Academy | Algebra 1 | Alg 1 B, Maxwell | Maxwell, Lisa | Accelerated Math
Grade 8 English | G8 Eng A, Rossetti | Rossetti, Christina | Accelerated Reader
Bauer, Thomas* | tb | Martin Middle School | Geometry | Geometry, Herrera | Herrera, Gabriella | Accelerated Math
Brown, Deiondre | deiondre | Maple Academy | Algebra 1 | Alg 1 A, Maxwell | Maxwell, Lisa | Accelerated Math
Grade 8 English | G8 Eng B, Rossetti | Rossetti, Christina | Accelerated Reader
Camacho, Luis I | luis | Maple Academy | Algebra 1 | Alg 1 A, Stevens | Stevens, Laurie | Accelerated Math
Grade 8 English | G8 Eng A, Nilsen | Nilsen, Michael | Accelerated Reader

Search Results for Unenrolled Students (No School or No Class)

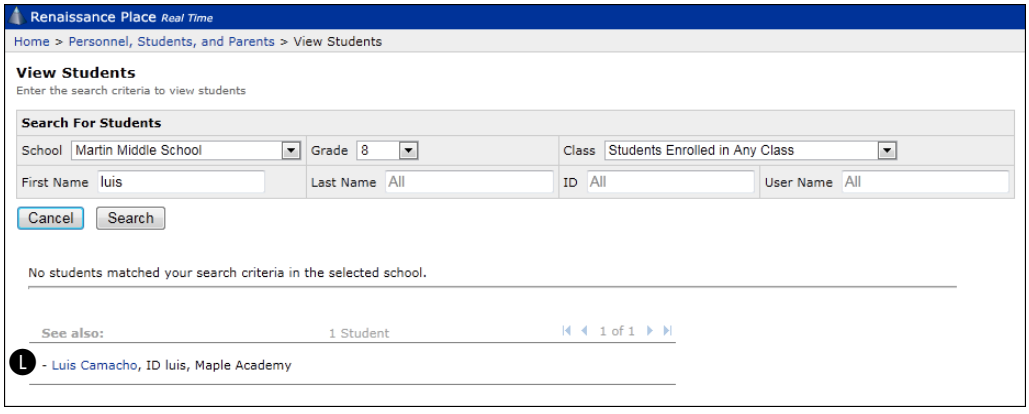
You can select the student names Ⓙ to enroll the students. (The names are only links if you have the capabilities required to edit the information.)

If you want to print the search results, select **Print Page** Ⓚ on the right. If you have more than 50 results, note that only the page of results that you are viewing will be printed.



Searches with Matching Results in Other Schools

If no matching students were found in the school you selected, but possible matches are in other schools, those results will be shown. If you have the capabilities required to change student information in that school, you can select the student names to view and change their information Ⓛ .



Adding New Students

To add more students to Renaissance Place, see page 24.

Importing Student Information into the Database

See "Managing Data Imports" on page 217 for instructions on how to import student information into the database.

Getting Students' User Names and Passwords

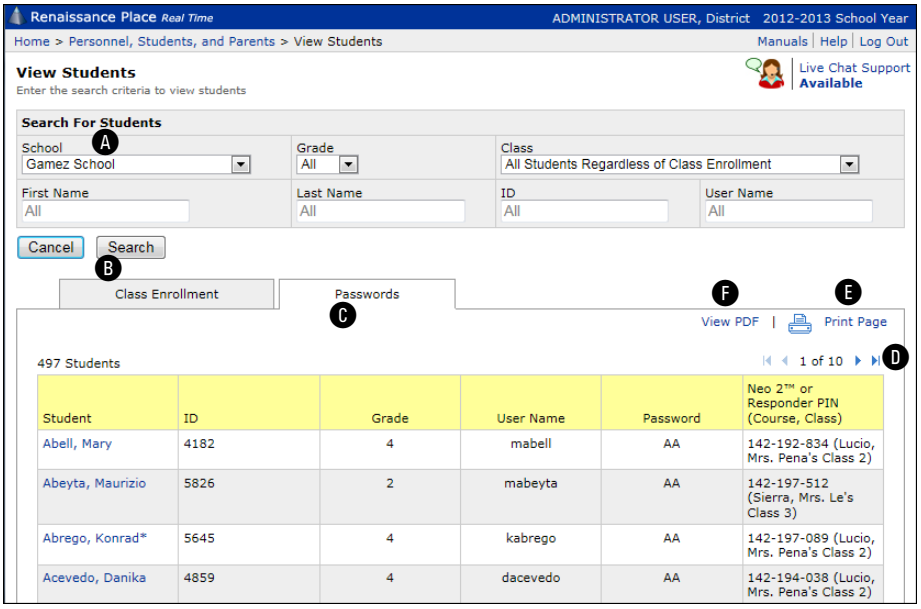
Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☑ Teachers

Learn more about capabilities on page 56.

Follow these steps to get a list of your students' user names and passwords:

1. On the Home page, select **Users**.
2. Select **View Students** on the Personnel, Students, and Parents page.
3. Use the search fields to choose which students to search for Ⓐ. For detailed search instructions, see page 89.
4. Select **Search** Ⓑ.



The NEO 2 or Responder PIN *is for students who are using MathFacts in a Flash to do offline practice on Responders or NEO 2s and who want to send their results to Renaissance Place.*

5. If results are found, select the **Passwords** Ⓒ tab. This tab lists each student's ID, grade, user name, password, and NEO 2 or Responder PIN. (To see birth dates, select **View PDF** as described below.)

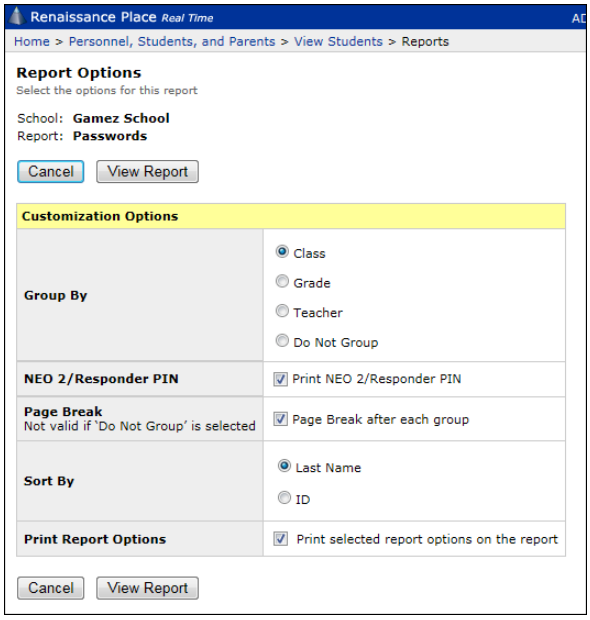
   If the list of search results is long, it will be split into multiple pages. Select ▶ to go to the next page of results or ◀ to go back Ⓓ. You can also select ▶| to go to the last page of results or |◀ to go back to the first page.

   You can print the page of results that you are viewing by selecting **Print Page** Ⓔ. (If you have more than 50 results, only the page of results that you are viewing will print.)

For security and data integrity reasons, *we do not recommend printing out user names and passwords.*

If you want to print all results and choose grouping and sorting options, select **View PDF** Ⓕ instead. Then, follow these steps:

a. Choose the options you prefer and select **View Report**.



b. When the list opens, to save or print it, use the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. In Adobe Reader X or XI, the Adobe Reader buttons may be hidden until you move the mouse over the bottom center of the document or press **F8**.

Merging Student Records

Who Can Do This?

- ☑ District Administrators
- ☐ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

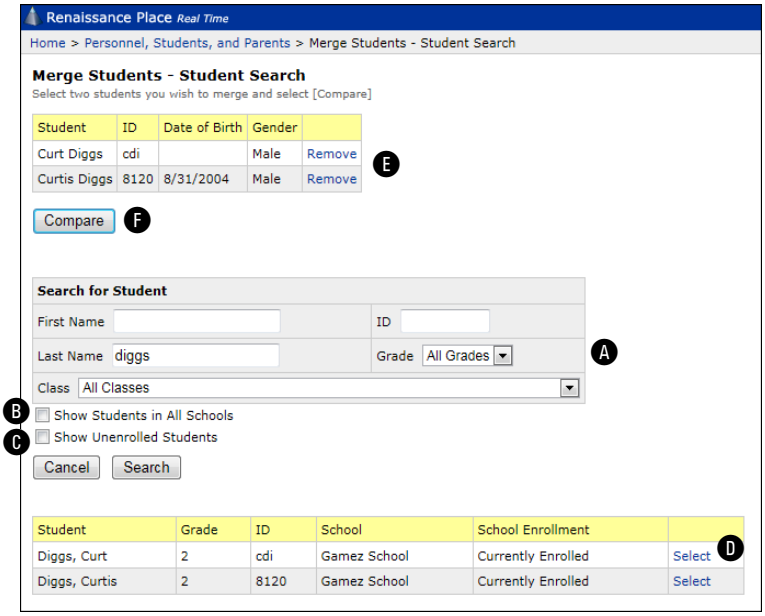
Learn more about capabilities on page 56.

At times, especially after you have imported students into your database (see "Managing Data Imports" on page 217), you may end up with duplicate student records. You can use the student merge feature to compare the records of two students to verify that they are duplicates and then merge them into one record.

Follow these steps to compare and merge duplicate student records:

1. On the Home page, select **Users**.
2. Select **Merge Student Records** (under Related Student Tasks) on the Personnel, Students, and Parents page.

   Note: If there are already merge candidates (resulting from an RP or RDT import), the Merge Students—Merge Candidates page will open when you select **Merge Student Records**; skip ahead to step 5.
3. Use the Merge Students—Student Search page to search for the duplicate student records you want to compare and merge. Then, select **Search**.



A You can enter all or part of a student's first and last name and ID, and you can select the grade. School personnel and teachers can also select the class. (You may not need to enter all the information to find the students.)

B School administrators can check the **Show Students in All Schools** box to include students from other schools in their search.

C If you want to include students who do not have an assigned school in the search results, check the **Show Unenrolled Students** box. Unenrolled students may have no school assignments, or they may have been deleted, but not permanently. (If you are a school administrator or school staff member, checking this box only finds students who were previously enrolled in your school.)

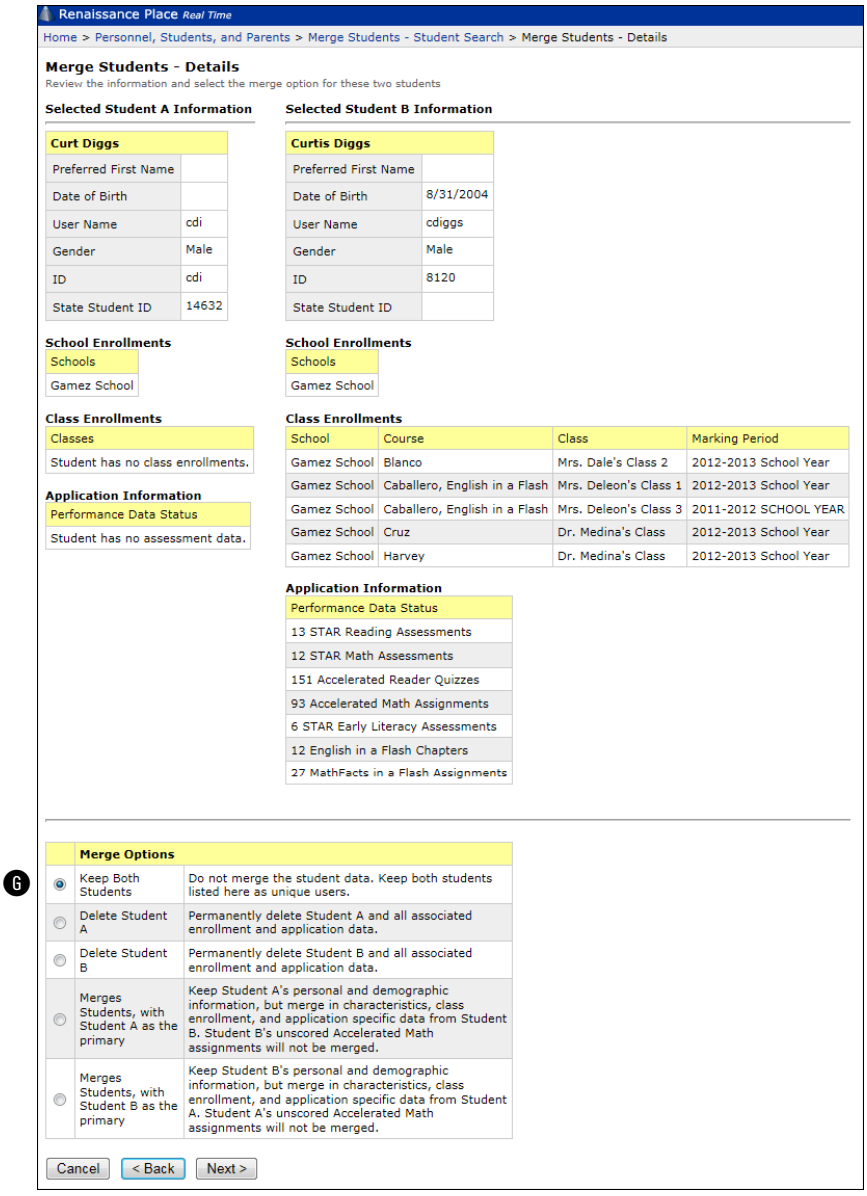
4. In the search results, choose **Select** Ⓓ for each of the records that you want to compare to add them to the list at the top of the page Ⓔ.

   If you accidentally select a record, you can select **Remove** to remove it from this list.

5. The next step depends on which page you are on:
   - If you are on the Merge Students—Merge Candidates page, select **Compare** at the end of a row to compare the students in the row.
   - If you are on the Merge Students—Student Search page, select **Compare** Ⓕ.
6. Review the information in the two records on the Merge Students—Details page. Then, select one of the merge options (Ⓖ on the next page).
   - **Keep Both Students.** Select this option if the records are actually separate students with the same name.
   - **Delete Student A.** Select this option if the first student you chose (student A) is a duplicate of the second student (student B) and all the information you want to keep for student A is already included in student B's record.
   - **Delete Student B.** Choose this option if the second student you chose (student B) is a duplicate of the first student (student A) and all the information you want to keep for student B is already included in student A's record.
   - **Merges Students, with Student A as the primary.** Choose this option to merge the two records, keeping the personal and demographic information from the student A record. The program merges the characteristics, class enrollment, and any data specific to a particular product (such as Accelerated Reader quiz scores) from student B's record into student A's record.
   - **Merges Students, with Student B as the primary.** Choose this option to merge the two records, keeping the personal and demographic information from the student B record. The program merges characteristics, class enrollment, and any data specific to a particular product (such as Accelerated Reader quiz scores) from student A's record into student B's record.

***When you merge two students who both have English in a Flash data** in their records, the most* recent *data will always be kept, regardless of which option you choose on the Merge Students—Details page. Be aware that this may result in a loss of data. If students have lost data, they can get extra practice by taking the chapters again; if they truly know the material, they can skip chapters and quickly return to where they were previously.*

7. After selecting the option, select **Next >**.


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Merge Students - Student Search > Merge Students - Details
Merge Students - Details
Review the information and select the merge option for these two students
Selected Student A Information
Curt Diggs
Preferred First Name
Date of Birth
User Name cdi
Gender Male
ID cdi
State Student ID 14632
School Enrollments
Schools
Gamez School
Class Enrollments
Classes
Student has no class enrollments.
Application Information
Performance Data Status
Student has no assessment data.
Selected Student B Information
Curtis Diggs
Preferred First Name
Date of Birth 8/31/2004
User Name cdiggs
Gender Male
ID 8120
State Student ID
School Enrollments
Schools
Gamez School
Class Enrollments
School Course Class Marking Period
Gamez School Blanco Mrs. Dale's Class 2 2012-2013 School Year
Gamez School Caballero, English in a Flash Mrs. Deleon's Class 1 2012-2013 School Year
Gamez School Caballero, English in a Flash Mrs. Deleon's Class 3 2011-2012 SCHOOL YEAR
Gamez School Cruz Dr. Medina's Class 2012-2013 School Year
Gamez School Harvey Dr. Medina's Class 2012-2013 School Year
Application Information
Performance Data Status
13 STAR Reading Assessments
12 STAR Math Assessments
151 Accelerated Reader Quizzes
93 Accelerated Math Assignments
6 STAR Early Literacy Assessments
12 English in a Flash Chapters
27 MathFacts in a Flash Assignments
G
Merge Options
Keep Both Students
Do not merge the student data. Keep both students listed here as unique users.
Delete Student A
Permanently delete Student A and all associated enrollment and application data.
Delete Student B
Permanently delete Student B and all associated enrollment and application data.
Merges Students, with Student A as the primary
Keep Student A's personal and demographic information, but merge in characteristics, class enrollment, and application specific data from Student B. Student B's unscored Accelerated Math assignments will not be merged.
Merges Students, with Student B as the primary
Keep Student B's personal and demographic information, but merge in characteristics, class enrollment, and application specific data from Student A. Student A's unscored Accelerated Math assignments will not be merged.
Cancel
< Back
Next >

8. Review the information on the confirmation; then, do one of the following:
   - If you chose to merge students, select **Merge** to continue. The next page will confirm that the records have been merged.
   - If you chose to delete one of the students, select **Delete** to continue. The next page will confirm that the chosen record has been deleted. Select **Done** if you have finished merging student records. If you want to merge other records, select **Merge Again**.
   - If you chose to keep both records, select **Keep Both** to continue. The next page will confirm that the students were not merged. Select **Done** if you have finished merging student records. If you want to merge other records, select **Merge Again**.

Editing Students' School Enrollment

The steps that you need to follow to change students' school enrollment depend on the number of students involved.

School Enrollment: Single Student

Who Can Do This?
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

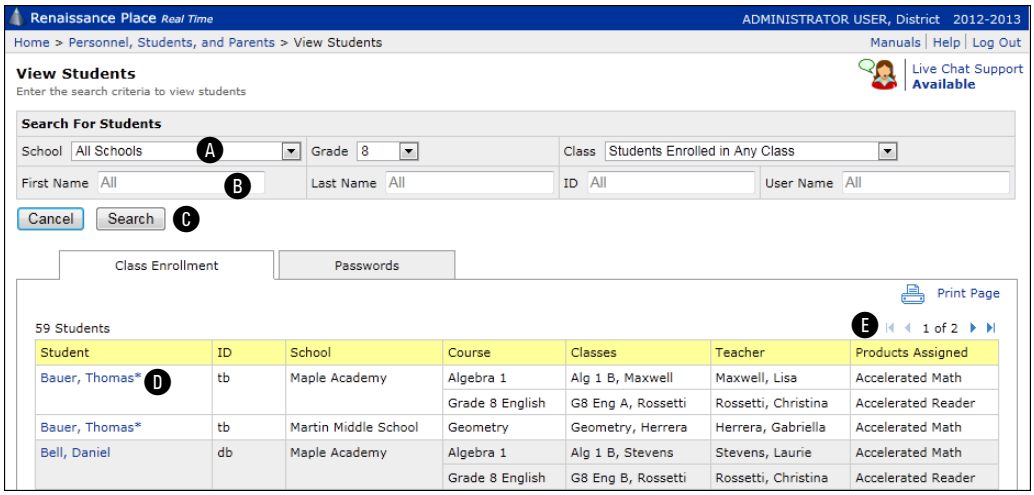
Learn more about capabilities on page 56.

1. On the Home page, select **Users**.
2. Select **View Students** on the Personnel, Students, and Parents page.
3. Find the student who needs changes to his or her school enrollment:
   a. If you want to find students who aren't enrolled in a school now, choose **Students Not Enrolled in a School** (Ⓐ on the next page) from the **School** drop-down list. Unenrolled students may have no school assignments, or they may have been deleted, but not permanently.

      If the student who needs a change is already in a school, you can choose **All Schools** or that student's current school instead.
   b. Enter and/or select the student's information in the fields at the top of the page Ⓑ. You don't need to enter all of the information, and if you search by name, you can enter all or part of the name.

If you are a school administrator and you have access to more than one school, *choose the Change Role option from the Home page to choose your School User role at the school you want to work with (see page 6). You can only enroll and unenroll students in the school you select.*

c. Select **Search** C.

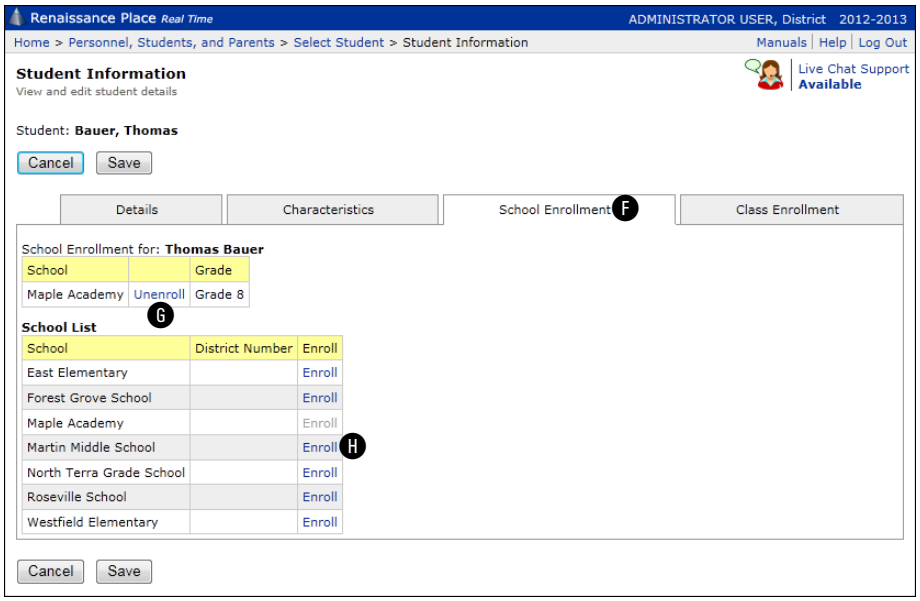

Renaissance Place Real Time
ADMINISTRATOR USER, District 2012-2013
Home > Personnel, Students, and Parents > View Students
Manuals | Help | Log Out
View Students
Enter the search criteria to view students
Live Chat Support Available
Search For Students
School All Schools A
Grade 8
Class Students Enrolled in Any Class
First Name All B
Last Name All
ID All
User Name All
Cancel
Search C
Class Enrollment
Passwords
Print Page
59 Students
E 1 of 2
Student | ID | School | Course | Classes | Teacher | Products Assigned
Bauer, Thomas* D | tb | Maple Academy | Algebra 1 | Alg 1 B, Maxwell | Maxwell, Lisa | Accelerated Math
Grade 8 English | G8 Eng A, Rossetti | Rossetti, Christina | Accelerated Reader
Bauer, Thomas* | tb | Martin Middle School | Geometry | Geometry, Herrera | Herrera, Gabriella | Accelerated Math
Bell, Daniel | db | Maple Academy | Algebra 1 | Alg 1 B, Stevens | Stevens, Laurie | Accelerated Math
Grade 8 English | G8 Eng B, Rossetti | Rossetti, Christina | Accelerated Reader

4. Select the name of the student D whose school enrollment needs changes. If a student is already enrolled in more than one school, the student will be listed more than once; it does not matter which location you select.

   If the list of search results is long, it will be split into multiple pages. Select ▶ to go to the next page of results or ◀ to go back E. You can also select ▶| to go to the last page of results or |◀ to go back to the first page.

5. If you searched for a student who isn't enrolled, you will go to the School Enrollment tab on the View Student page. (School Enrollment is the only tab available for students who are not enrolled in a school.)

   If you searched for a student who is already enrolled in a school, you will go to the Details tab on the Student Information page. Select the **School Enrollment** tab (F on the next page).



6. The student's current school(s) will be listed on the School Enrollment tab.
   - If you want to remove the student from a school, select **Unenroll** Ⓖ for that school. (The student remains in the database even if he or she is not enrolled in a school. If you unenroll the student from all schools, the School Enrollment tab is the only one that will remain available.)
   - If you want to enroll this student in another school, select **Enroll** Ⓗ by that school. The school will be added to the list at the top of the page.
7. Select **Save**.

If you want to enroll more than one student in the same school, *see* "School Enrollment: Multiple Students" on page 100

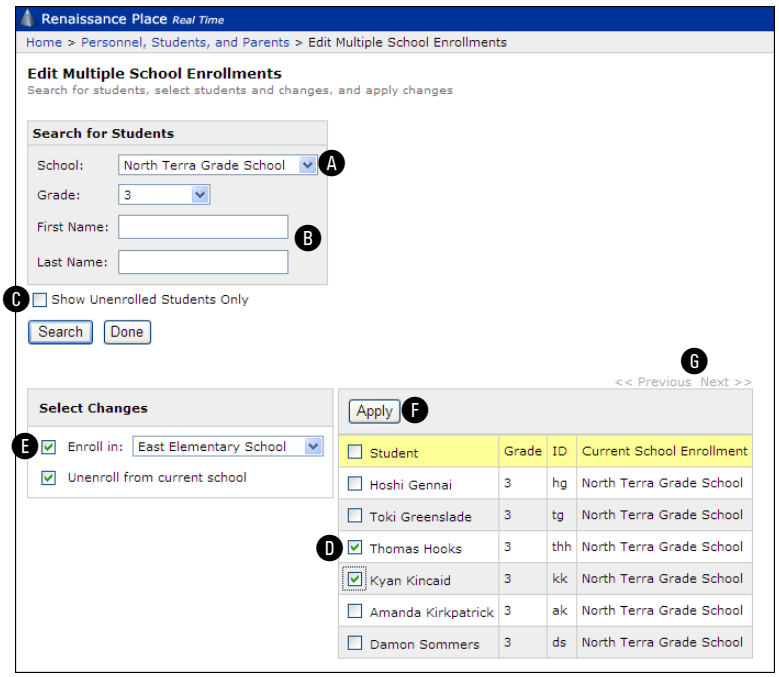
School Enrollment: Multiple Students

Who Can Do This?
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

1. On the Home page, select **Users**.
2. Select **Edit Multiple School Enrollments** on the next page.
3. Search for the students whose enrollment you want to change:
   a. Choose a school to search in or choose All Schools Ⓐ.
   b. Select the students' grade and enter the first name and/or last name Ⓑ. You may not need to enter all information to find the students.
   c. Check the **Show Unenrolled Students Only** box Ⓒ if you want to search only for students who are not already enrolled in a school.

      Note that your school selection affects which unenrolled students you see. If a specific school is selected when you check the box, only unenrolled students who were previously enrolled in that school will be found. If **All Schools** is selected in the **School** drop-down list, all unenrolled students will be found when the Show Unenrolled Students Only box is checked.
   d. Select **Search**. The search results will appear below and to the right.



4. Check the box next to each student listed whose school enrollment you want to change Ⓓ. (Do **not** select Next >> or << Previous yet.)
5. If you are a district administrator or district staff member, check the box next to each action that you want to perform Ⓔ—to enroll students in a different school and/or unenroll them from the school they are in now. If you choose to

If you are a school administrator and you have access to more than one school, *choose the Change Role option from the Home page to choose your School User role at the school you want to work with (see page 6). You can only enroll and unenroll students in the school you select.*

When you select Next >> or << Previous, *the students you selected in the previous group of search results will no longer be selected, and any changes you make to enrollment after that will not be applied to those students.*

enroll the students in a different school, use the drop-down list to choose the school.

If you are a school administrator, you will either have a check box for enrolling the students in your school or unenrolling them from your school. Check the box.

6. Select **Apply** (F) to finish the change.
7. If the list of search results is long, it may be split into more than one page. To change enrollment for students in the next group, select **Next >>** to see the next part of the list (G). Then, repeat steps 4–6 for this group of students. Do this for each page of search results.
8. Select **Done** to close the page.

Editing Students' Information

Who Can Do This?

☑ District Administrators
☑ District Staff
☑ School Administrators
☐ School Staff
☐ Teachers

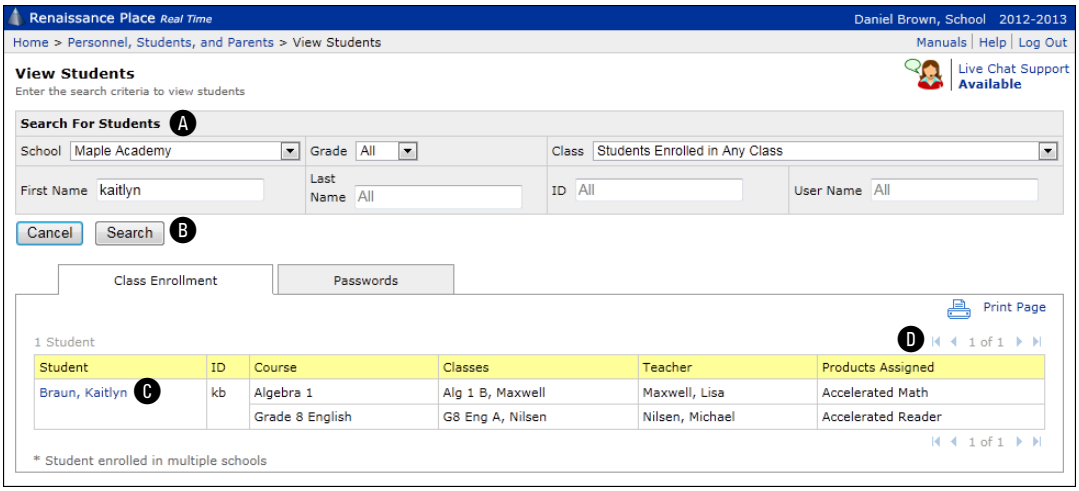
Learn more about capabilities on page 56.

Follow these steps to edit a student's personal information. (To change the student's characteristics, see page 104.) Keep these restrictions in mind:

- You cannot edit information for a student who is not currently enrolled in a school. If you want to change information for an unenrolled student, you must enroll the student in a school first (see page 97).
- School administrators can only edit information for students in their school. If you are a school administrator and you have access to more than one school, choose the Change Role option from the Home page to choose your School User role at the school you want to work with (see page 6). You can only edit information for students in the school you select.

1. On the Home page, select **Users**.
2. Select **View Students** on the Personnel, Students, and Parents page.

3. To find the student who needs changes to his or her information, enter and/or select the student's information in the fields at the top of the page Ⓐ. You don't need to enter all of the information, and if you search by name, you can enter all or part of the name. For detailed search instructions, see page 89.
4. Select **Search** Ⓑ.



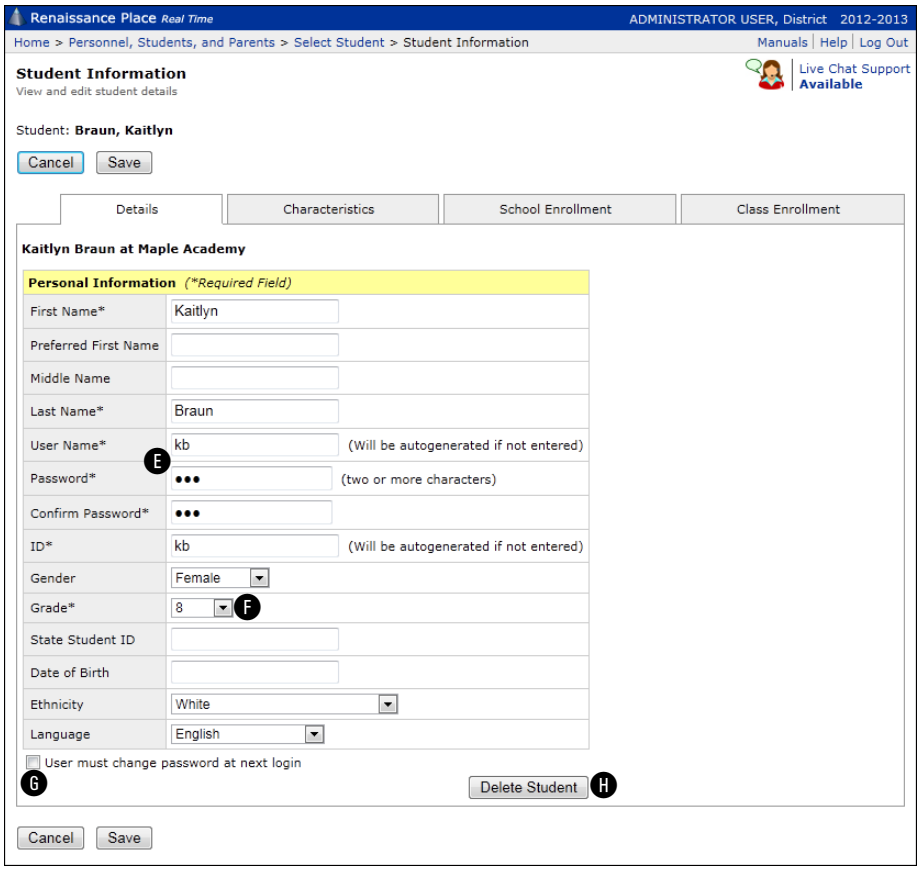
5. Select the name of the student Ⓒ whose information needs changes.

   If the list of search results is long, it will be split into multiple pages. Select ▶ to go to the next page of results or ◀ to go back Ⓓ. You can also select ▶| to go to the last page of results or |◀ to go back to the first page.

You cannot change the school the student is enrolled in from the Edit Student page. *See page 97 To enroll students in or unenroll them from schools.*

If you change the student's name, and the name now matches the name of another student in the database, *the Duplicate Student Found page will open. You can choose to keep the name change despite the matching record (by selecting* ***Add Student*** *on this page), to add the existing matching student to another school (by selecting* ***Add*** *for that school), to activate a record for a student whose record was deleted, but not permanently (by selecting* ***Activate****), or to cancel.*

6. You will go to the Details tab on the Student Information page. Change the student's information as needed.



- **A** The user name and password are used to log in. They can't be the same. Give each student his or her user name and password if you change them.
- **B** If you change the student's grade, the grades for the previous and next school year will also be changed.
- **C** If you check this box, this student will be required to change his or her password when logging in next time ("Logging In as a Student" on page 35).
- **D** You can also choose to delete the student; see page 122.

7. When you have finished, select **Save** to save your changes, or select another tab to make changes to the student's characteristics, school enrollment, or class enrollment before saving. (If you don't want to save your changes, select **Cancel** instead.)

Editing the Characteristics Assigned to One Student

Who Can Do This?
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

Characteristics allow you to include students in groups that you want to focus on in reports, such as gifted/talented students or students with special needs.

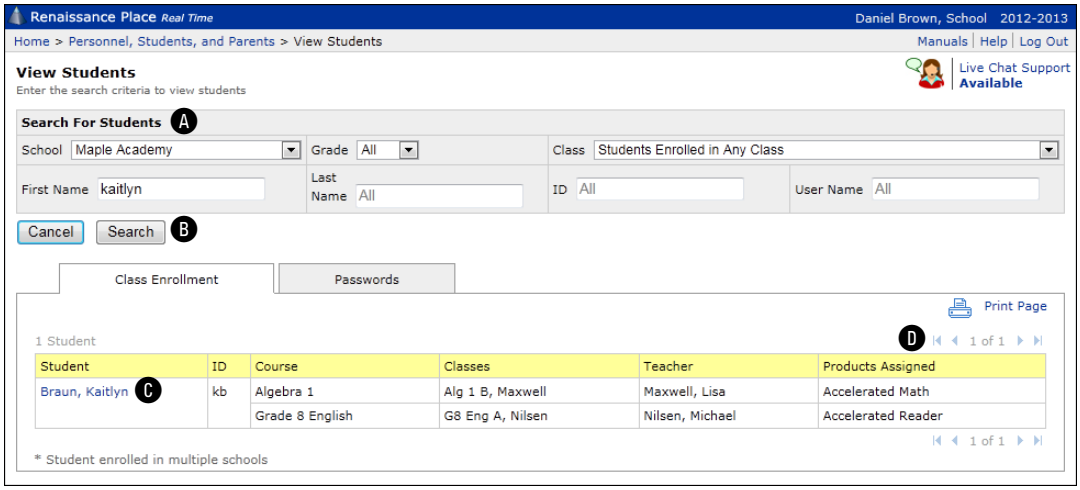
Follow these steps to change the characteristics (if any) assigned to a specific student. You can edit characteristics ***only*** for students who are enrolled in a school. School administrators can only change characteristics for students enrolled in their own school. See page 97 for information on enrolling students in a school.

If you want to assign other characteristics that you don't see in the list, you can add more characteristics by following the steps in the procedure on page 106. If you want to change characteristics for a group of students instead of just one, follow the steps on page 109.

To change the student's personal information instead (the student's name, for example), see page 101.

If you are a school administrator and you have access to more than one school, *choose the Change Role option from the Home page to choose your School User role at the school you want to work with (see page 6). You can only edit characteristics for students in the school you select.*

1. On the Home page, select **Users**.
2. Select **View Students** on the Personnel, Students, and Parents page.
3. To find the student who needs changes to his or her characteristics, enter and/or select the student's information in the fields at the top of the page Ⓐ. You don't need to enter all of the information, and if you search by name, you can enter all or part of the name. For detailed search instructions, see page 89.
4. Select **Search** Ⓑ.

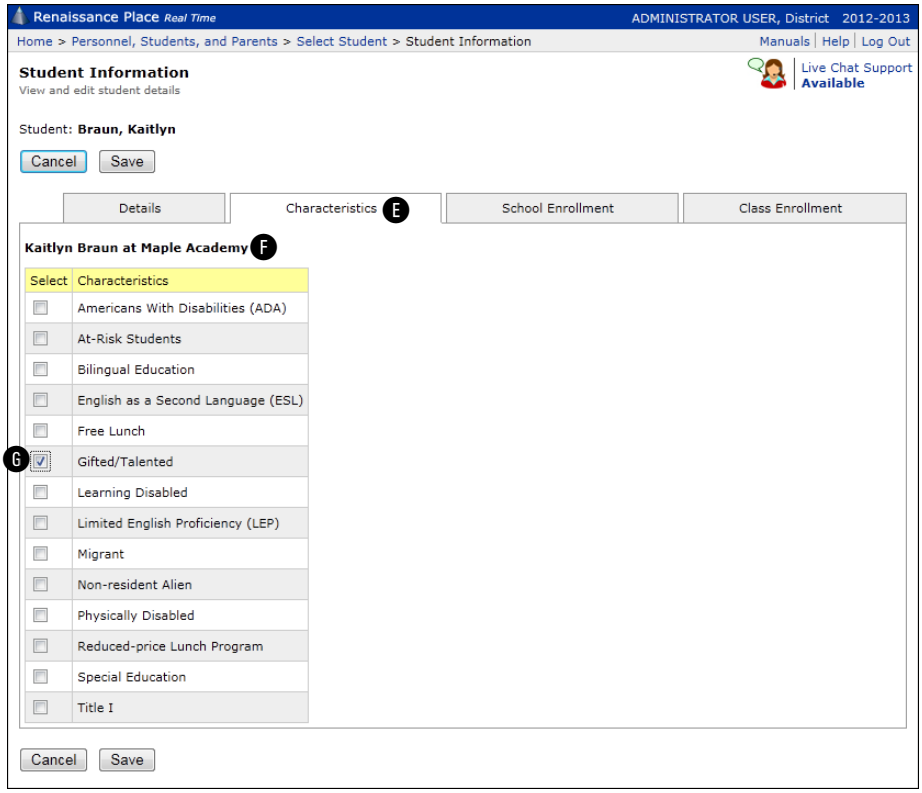


5. Select the name of the student Ⓒ whose characteristics you want to change. If the student is in more than one school, the student will be listed more than once and will be marked with an asterisk (*); *be sure to choose the student at the*

school where you want to make the change. Characteristics are assigned for specific schools.

If the list of search results is long, it will be split into multiple pages. Select ▶ to go to the next page of results or ◀ to go back Ⓓ. You can also select ▶| to go to the last page of results or |◀ to go back to the first page.

6. You will go to the Student Information page. Select the **Characteristics** tab Ⓔ.
7. Check the box by each characteristic you want to assign to this student Ⓕ. The characteristics apply only at the school that is listed Ⓖ.



8. When you have finished, select **Save** to save your changes, or select another tab to make changes to the student's information, school enrollment, or class enrollment before saving. (If you don't want to save your changes, select **Cancel**.)

Managing the Characteristics Available in a School

Adding Student Characteristics

Who Can Do This?

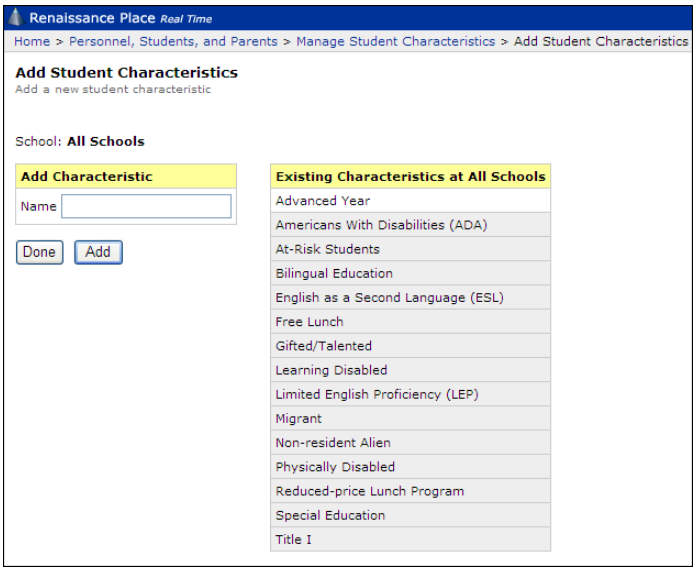
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

As you assign characteristics to students, you may find that some characteristics you want to assign aren't in the list. Follow these steps to add characteristics for one or more schools.

Characteristics can be helpful when you are creating reporting parameter groups to use when generating reports. For more information about reporting parameter groups, see page 166.

1. On the Home page, select **Users**.
2. Select **Set Up Characteristics** on the Personnel, Students, and Parents page.
3. If you see a **School** drop-down list on the Manage Student Characteristics page, use it to choose the school you want to add the characteristic to, or choose **All Schools** to add the characteristic to all the schools.
4. Select **Add Characteristic**.
5. Enter the name of your new characteristic and select **Add**. The new characteristic will be added to the list on the right. To add more characteristics, repeat this step.



6. Select **Done** when you have finished adding characteristics.

Note: If you would like to add the new characteristic to students, see page 104.

If you are a school administrator and you have access to more than one school, *choose the Change Role option from the Home page and choose your School User role at the school you want to work with* before *you add characteristics (see page 6). The characteristics you add will be for the school you select.*

Editing Student Characteristics

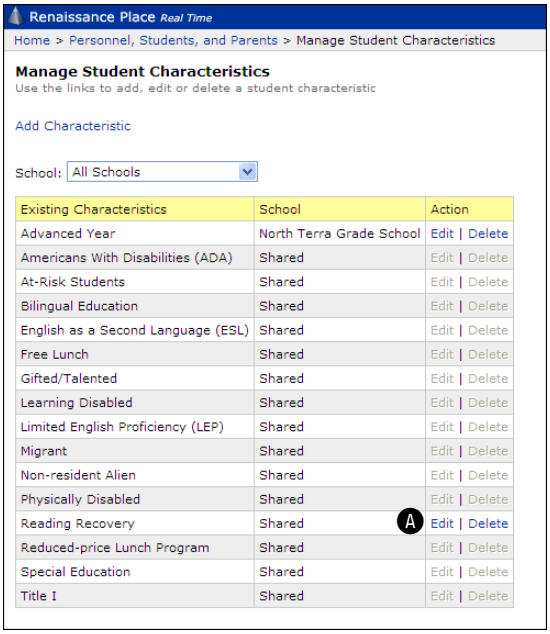
Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

You can change the name of a student characteristic that you have added. However, you can't change the names of the standard characteristics that are in the list when Renaissance Place is first set up, and you can't change the name of characteristics for schools that you are not assigned to. Follow these steps to change the name of custom student characteristics:

1. On the Home page, select **Users**.
2. Select **Set Up Characteristics** on the Personnel, Students, and Parents page.
3. The next page lists the characteristics and the school(s) each one has been added to. (*Shared* means the characteristic is used in more than one school.) Select **Edit** by the characteristic you want to change Ⓐ. (The Edit link is not available for standard characteristics.)


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Manage Student Characteristics
Manage Student Characteristics
Use the links to add, edit or delete a student characteristic
Add Characteristic
School: All Schools
Existing Characteristics | School | Action
Advanced Year | North Terra Grade School | Edit | Delete
Americans With Disabilities (ADA) | Shared | Edit | Delete
At-Risk Students | Shared | Edit | Delete
Bilingual Education | Shared | Edit | Delete
English as a Second Language (ESL) | Shared | Edit | Delete
Free Lunch | Shared | Edit | Delete
Gifted/Talented | Shared | Edit | Delete
Learning Disabled | Shared | Edit | Delete
Limited English Proficiency (LEP) | Shared | Edit | Delete
Migrant | Shared | Edit | Delete
Non-resident Alien | Shared | Edit | Delete
Physically Disabled | Shared | Edit | Delete
Reading Recovery | Shared | A | Edit | Delete
Reduced-price Lunch Program | Shared | Edit | Delete
Special Education | Shared | Edit | Delete
Title I | Shared | Edit | Delete

4. Edit the characteristic name in the appropriate field on the next page.
5. Select **Save** to save your changes to the name and to see your changes in the list to the right.
6. Select **Done** to close this page.

***If you are a school administrator** and you have access to more than one school, choose the Change Role option from the Home page to choose your School User role at the school you want to work with **before** you follow these steps (see page 6). On the Manage Student Characteristics page, you will see the characteristics for the school you select.*

Deleting Student Characteristics

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

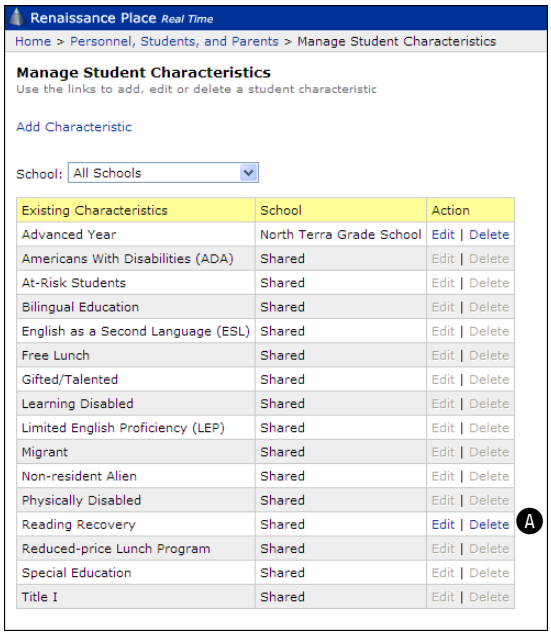
Learn more about capabilities on page 56.

You can delete a student characteristic that you have added. However, you can't delete the standard characteristics that are in the list when Renaissance Place is first set up, and you can't delete characteristics for schools that you are not assigned to.

If the characteristic you are deleting has been assigned to any students, it will be removed from those students' records when you delete it, but only for the school(s) you are working with.

Follow these steps to delete custom student characteristics:

1. On the Home page, select **Users**.
2. Select **Set Up Characteristics** on the Personnel, Students, and Parents page.
3. The next page lists the characteristics and the school(s) each one has been added to. (*Shared* means that the characteristic is used by more than one school.) Select **Delete** Ⓐ by the custom characteristic you want to delete. (The Delete link is not available for standard characteristics.)
4. Select **OK** when the program asks if you are sure you want to delete the characteristic.


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Manage Student Characteristics
Manage Student Characteristics
Use the links to add, edit or delete a student characteristic
Add Characteristic
School: All Schools
Existing Characteristics | School | Action
Advanced Year | North Terra Grade School | Edit | Delete
Americans With Disabilities (ADA) | Shared | Edit | Delete
At-Risk Students | Shared | Edit | Delete
Bilingual Education | Shared | Edit | Delete
English as a Second Language (ESL) | Shared | Edit | Delete
Free Lunch | Shared | Edit | Delete
Gifted/Talented | Shared | Edit | Delete
Learning Disabled | Shared | Edit | Delete
Limited English Proficiency (LEP) | Shared | Edit | Delete
Migrant | Shared | Edit | Delete
Non-resident Alien | Shared | Edit | Delete
Physically Disabled | Shared | Edit | Delete
Reading Recovery | Shared | Edit | Delete
Reduced-price Lunch Program | Shared | Edit | Delete
Special Education | Shared | Edit | Delete
Title I | Shared | Edit | Delete
A

If you are a school administrator *and you have access to more than one school, choose the Change Role option from the Home page and choose your School User role at the school you want to work with* ***before*** *you follow these steps (see page 6). On the Manage Student Characteristics page, you will see the characteristics for the school you select.*

Editing Multiple Students

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

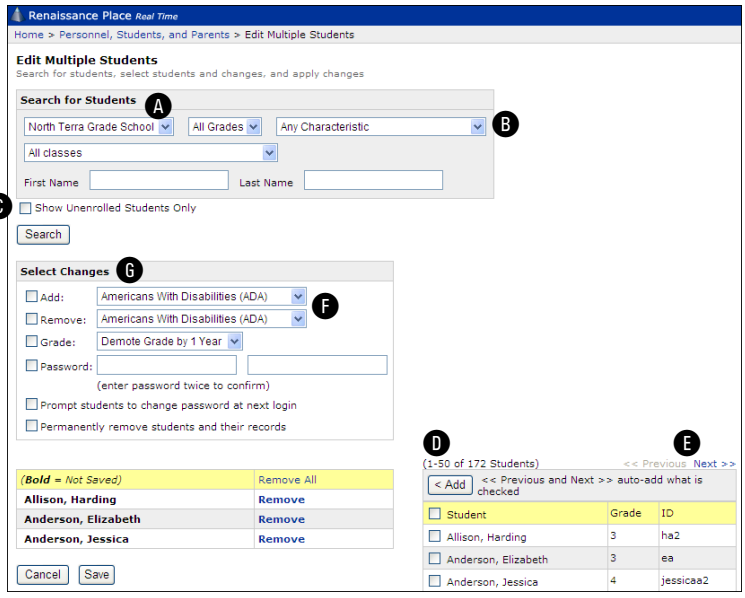
By following these steps, you can edit multiple student records at one time. Although you cannot change all information for the students, you can do the following:

- Add and remove student characteristics
- Change the grade level by one year
- Change their password
- Require the students to change their password the next time they log in to Renaissance Place
- Permanently remove students and their records (district personnel only)

1. On the Home page, select **Users**.
2. Select **Edit Multiple Students** on the Personnel, Students, and Parents page.

Only district personnel can choose a school to search in.
School administrators can only search for students in their own school on this page. School administrators who are assigned to more than one school should choose the Change Role option from the Home page to choose which school to work with (see page 6) before going to the Edit Multiple Students page.

3. On the Edit Multiple Students page, enter or select the search parameters for the students whose records you want to edit Ⓐ. Then, select **Search**.



Ⓐ District administrators and staff can select a school.

Ⓑ You can select a grade, characteristic and/or class or enter all or part of a student's first and last name. (You do not need to enter all information.)

Ⓒ Check this box to show only students that are not enrolled in a school, *but that were previously enrolled in the selected school*.

Ⓓ This list shows the students who matched your search criteria.

Ⓔ If your list of search results is long, it will be split into more than one page. Select **Next >>** to see the next page of results and **<< Previous** to go back. Doing this will automatically cause any students selected on the current page to be moved to the left-hand list (as though you had selected **< Add**).

Ⓕ The characteristics that are in these drop-down lists are the ones available at the student's school. Schools may have different characteristics.

4. In the search results Ⓓ, check the box next to each student that you want to apply changes to; then select **< Add** to add them to the list on the left. Check the **Student** box at the top of the column to select all of the students on this page of the search results at once.

5. Under Select Changes Ⓖ, check the box by each change you want to make. (You can choose more than one.)

   - **Add.** Check this box to add the same characteristic to the students' records. Then, in the drop-down list, select the characteristic to apply to the students.

- **Remove.** Check this box to remove the same characteristic from the students' records. Then, in the drop-down list, select the characteristic you want removed from the students.
- **Grade.** *If you have noticed that the students have the wrong grade level,* check the **Grade** box to change the students' grade level by one. Then, use the drop-down list to increase or decrease the grade level. Note that students are automatically promoted to the next grade level in the software when a new school year begins, so this change should only be necessary if there is an error or if a student was not promoted.
- **Password.** Check this box to change the students' passwords. When you do this, all the students will be given the same new password. Type the new password in the two blank fields.
- **Prompt students to change password at next login.** Check this box if you want to require students to change their passwords the next time they log in.
- **Permanently remove students and their records.** If this box is available, check it if you want to delete the chosen students and their records from Renaissance Place.

  Note: Choose this option *only* if the students are not enrolled at any school in the district and future access to the students' data is not required. ***Do not*** use this option if the student is enrolled in another school in the district or if future access to the students' data is required (for reporting purposes).

  If you choose this option, you will have a 30-day grace period during which you can recover permanently removed students and their records (see the next section, "Recovering Student Records"). Once those 30 days have passed, the data *cannot* be recovered.

Usually only district personnel have the option to permanently remove students. *School administrators do not see the option for permanently removing students* ***unless*** *they have been given additional capabilities.*

6. To apply the changes to the students you have chosen (in the left-hand list), select **Save**. If you have chosen to permanently remove students and their records, you will be asked to confirm the permanent removal before proceeding. Once the changes are complete, a confirmation message will open telling you how many students were removed.

Recovering Student Records

Who Can Do This?

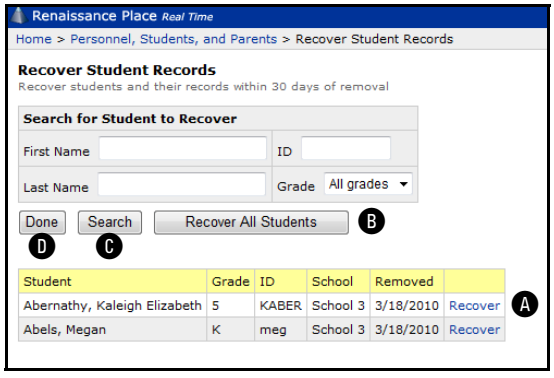
- ☑ District Administrators
- ☑ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

If students' records have been permanently removed (see the previous section, "Editing Multiple Students"), you can still recover them during a 30-day grace period. Once this 30-day period has passed, the records can no longer be recovered. This procedure does *not* apply to students that have been deleted (see page 122).

1. On the Home page, select **Users**.
2. Select **Recover Student Records** on the Personnel, Students, and Parents page.
3. On the Recover Student Records page, search for the student(s) whose records you want to restore. You can enter any combination of first name, last name, ID, and grade. To find *all* students whose records have been permanently removed, leave the fields blank and the **Grade** drop-down list at its default setting **(All grades).** When you have your search criteria entered, select **Search.**

4. In the search results, select **Recover** at the end of the row for a student Ⓐ to recover that student's records. Select **Recover All Students** Ⓑ to recover *all* of the students' records.



After a student record has been permanently removed, the ID and/or user name from that record can be used for another student by editing the student's information.

- If, as a result of reuse, a recovered student has the same ID as another student, the recovered student will be given a new ID; both student records will become candidates for possible merging. Select **Merge Candidates** (see page 94).
- If the recovered student and another student both have the same user name as a result of reuse, the recovered student will be given a new user name, which you can change if you wish (see page 101).

5. To search for more students, select **Search** Ⓒ and go back to step 3. When you are finished recovering student records, select **Done** Ⓓ.

Enrolling or Unenrolling a Student from Classes

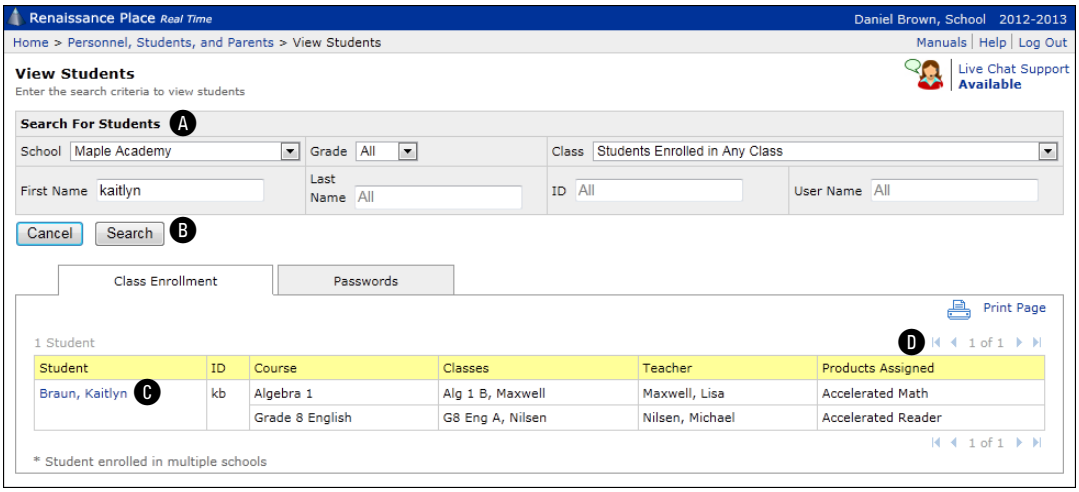
Who Can Do This?
☑ District Administrators
☑ District Staff
☑ School Administrators
☐ School Staff
☐ Teachers
Learn more about capabilities on page 56.

Follow these steps to enroll a student in or unenroll him or her from one or more classes. If you need to change the students enrolled in one class, see "Adding or Removing Students in Classes" on page 152. Keep these restrictions in mind:

- **Students who do not have a school assigned can't be enrolled in classes.** You must assign the student to a school before enrolling him or her in a class (see page 97).
- School administrators can only follow these steps for students enrolled in their school. If you are a school administrator and you have access to more than one school, choose the Change Role option from the Home page to choose your School User role at the school you want to work with (see page 6). You can only edit characteristics for students in the school you select.

1. On the Home page, select **Users**.
2. Select **View Students** on the Personnel, Students, and Parents page.
3. To find the student who needs changes to his or her classes, enter and/or select the student's information in the fields at the top of the page Ⓐ. You don't need to enter all of the information, and if you search by name, you can enter all or part of the name. For detailed search instructions, see page 89.

4. Select **Search** B.



5. Select the name of the student C whose classes you want to change. If the student is in more than one school, the student will be listed more than once and will be marked with an asterisk (*); *be sure to select the student at the school where you want to change his or her class enrollment.*

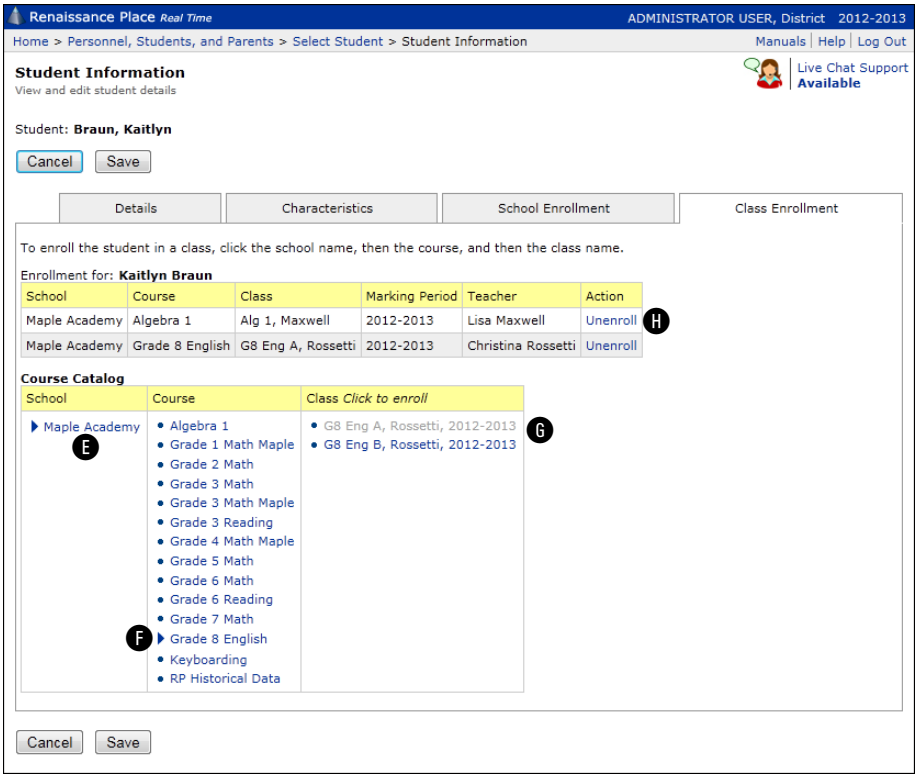
   If the list of search results is long, it will be split into multiple pages. Select ▶ to go to the next page of results or ◀ to go back D. You can also select ▶| to go to the last page of results or |◀ to go back to the first page.

6. If you selected a student who is already enrolled in classes, you will go to the Details tab on the Student Information page. Select the **Class Enrollment** tab.

   If you selected a student who is *not* enrolled in a class, you will go to the Class Enrollment tab.

7. The Class Enrollment tab lists the classes this student is already enrolled in; it also tells you if the student is not currently enrolled in any classes. Below this list is the Course Catalog.

8. To enroll a student in a class, select the name of the school (E) where the class is held. (Only this student's schools are listed.) Select the course (F), and then select the class that you want to enroll the student in within that course (F). The class will be added to the list at the top of the page.



To unenroll the student from a class, select **Unenroll** (H) by that class in the list at the top of the page.

9. When you have finished, select **Save** to save your changes, or select another tab to make changes to the student's information, characteristics, or school enrollment before saving. (If you don't want to save your changes, select **Cancel**.)

Viewing Students' Class Enrollment

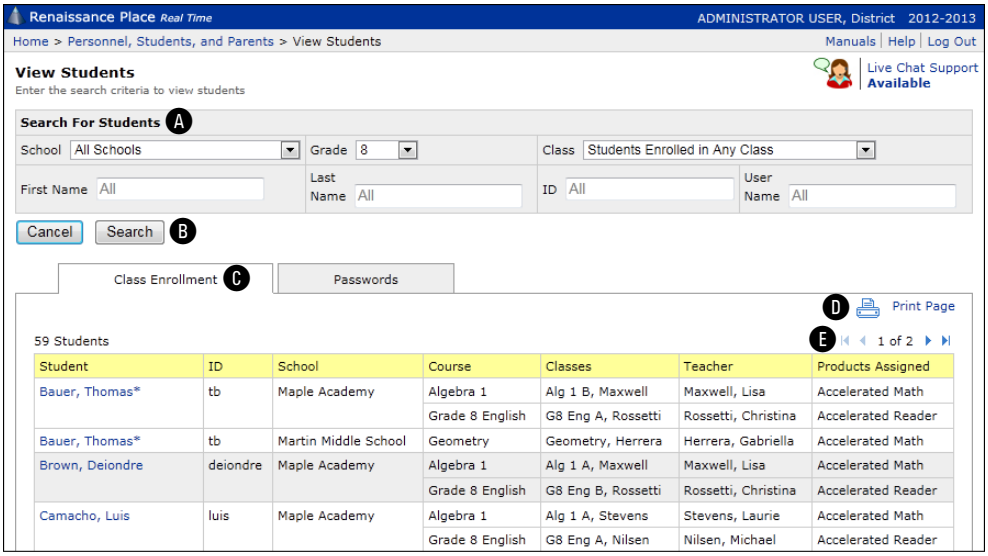
Who Can Do This?

☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 56.

Follow these steps to view one student's classes.

1. On the Home page, select **Users**.
2. Select **View Students** on the Personnel, Students, and Parents page.
3. To find the students whose classes you want to see, enter and/or select the search criteria at the top of the page Ⓐ. You don't need to enter all of the information, and if you search by name, ID, or user name, you can enter all or part of the name. For detailed search instructions, see page 89.
4. Select **Search** Ⓑ.


Renaissance Place Real Time
ADMINISTRATOR USER, District 2012-2013
Home > Personnel, Students, and Parents > View Students
Manuals | Help | Log Out
View Students
Enter the search criteria to view students
Live Chat Support Available
Search For Students A
School All Schools
Grade 8
Class Students Enrolled in Any Class
First Name All
Last Name All
ID All
User Name All
Cancel
Search B
Class Enrollment C
Passwords
D Print Page
59 Students
E 1 of 2
Student | ID | School | Course | Classes | Teacher | Products Assigned
Bauer, Thomas* | tb | Maple Academy | Algebra 1 | Alg 1 B, Maxwell | Maxwell, Lisa | Accelerated Math
Grade 8 English | G8 Eng A, Rossetti | Rossetti, Christina | Accelerated Reader
Bauer, Thomas* | tb | Martin Middle School | Geometry | Geometry, Herrera | Herrera, Gabriella | Accelerated Math
Brown, Deiondre | deiondre | Maple Academy | Algebra 1 | Alg 1 A, Maxwell | Maxwell, Lisa | Accelerated Math
Grade 8 English | G8 Eng B, Rossetti | Rossetti, Christina | Accelerated Reader
Camacho, Luis | luis | Maple Academy | Algebra 1 | Alg 1 A, Stevens | Stevens, Laurie | Accelerated Math
Grade 8 English | G8 Eng A, Nilsen | Nilsen, Michael | Accelerated Reader

5. In the search results, the Class Enrollment tab Ⓒ shows the classes that each student is enrolled in, including the course name, class name, teachers, and the products selected for each class. If you want to print this information, select **Print Page** Ⓓ.

   If the list of search results includes more than 50 students, it will be split into multiple pages. Select ▶ to go to the next page of results or ◀ to go back Ⓔ. You can also select ▶| to go to the last page of results or |◀ to go back to the first page.

Promoting Students

If you edit a student's grade level *after you added the student, the program adjusts the student's grade level in all the other school years: past, current, and future.*

In Renaissance Place, you don't need to manually promote students to the next grade at the start of a new school year. When you add a student to the database, you should assign a grade level to the student. In each of the subsequent school years, the program increases the student's grade by one until he or she reaches 12+ and therefore graduates.

Even though you don't need to promote your students every year, you can change the grade for one or more students:

- To edit one student's grade, see "Editing Students' Information" on page 101.
- To increase or decrease the grade level for a group of students, see "Editing Multiple Students" on page 109.

Exporting Students

Who Can Do This?

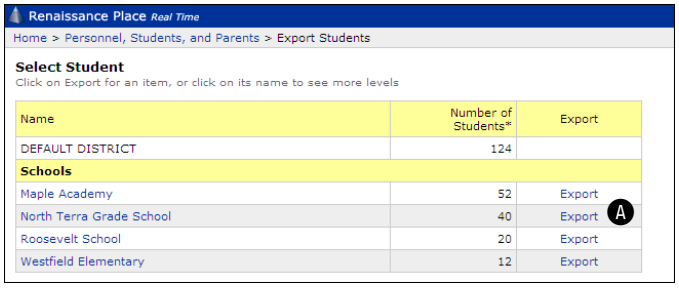
- ☑ District Administrators
- ☐ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

Using Renaissance Place, you can export basic student information. For some products, you can also export the student quiz, test, or assignment data. This data can be imported into other databases or onto another server running Renaissance Place (see "Managing Data Imports" on page 217).

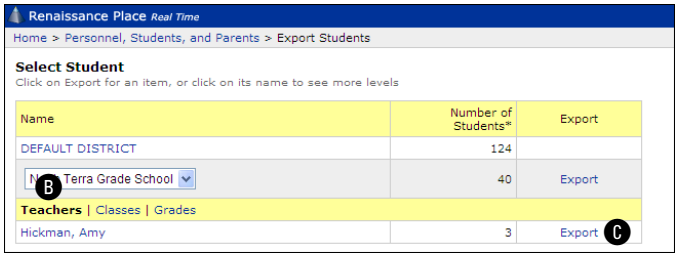
Follow these steps to export student information or performance data:

1. On the Home page, select **Users**.
2. Select **Export Information** on the Personnel, Students, and Parents page.
3. Choose the level at which you want to export student information:
   - To export student information for all of the students in a particular school, select **Export** in the row for that school Ⓐ. (At the school level, the only exports available are the Accelerated Math diagnostic export and the flat file student assessment export for Accelerated Reader, STAR Early Literacy, STAR Math, and STAR Reading.)

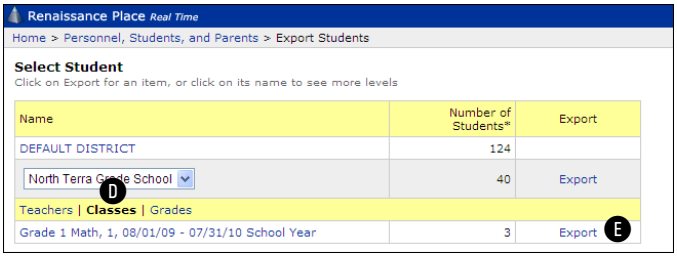


After you select a school, teacher, or class name, you may see a drop-down list *that allows you to switch to a different school, teacher, or class. To do this, use the drop-down list to choose the item you want.*

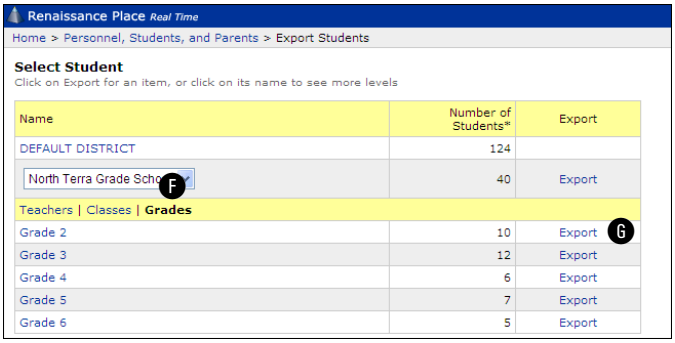
- To export information about all of a single teacher's students, select the school name. Then, select **Teachers** B below the school name if it's not already selected. Select **Export** C in the row for the teacher whose students you want to export.



- To export information about all the students in a specific class, select the school name. Then, select **Classes** D below the school name. Select **Export** E in the row for the class.

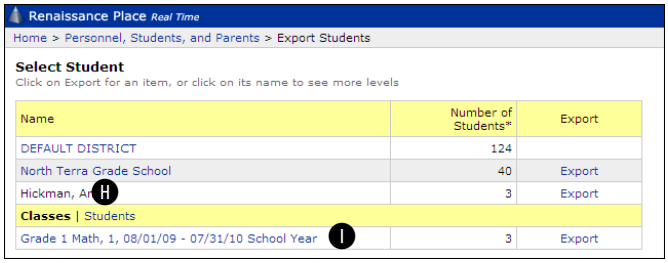


- To export information about *all* the students in a specific grade, select the school name. Then, select **Grades** F below the school name. Select **Export** G in the row for the grade.



- Exporting information about a *single* student requires you to select just that student. There are a number of ways to find and select a particular student:

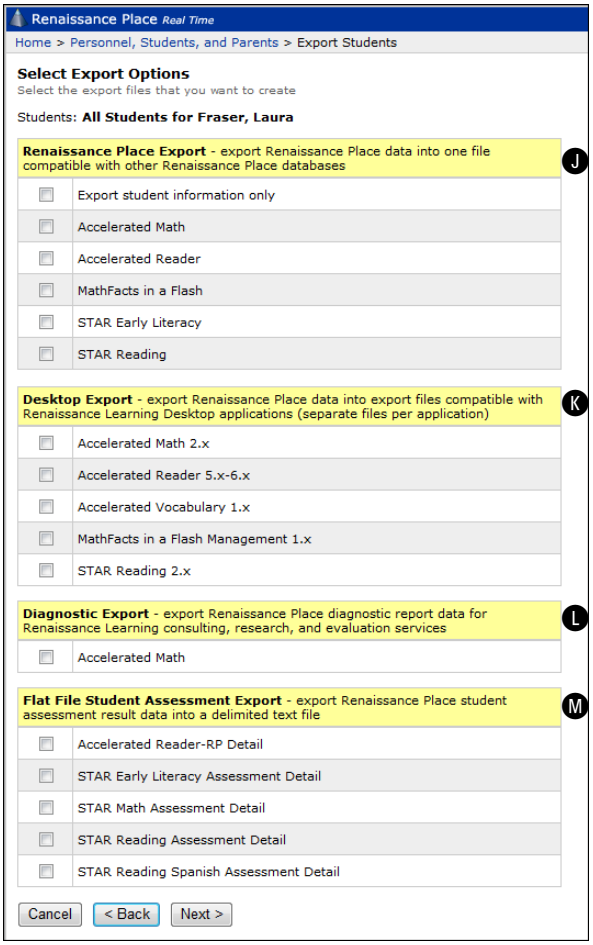
  —*Via one of the student's teachers:* Select **Teachers** (B on page 118), then select the teacher's name. You can then either select **Students** H (for a list of students in *all* classes for that teacher) or select the name of one of the teacher's classes I (for a list of all the students in that specific class). Select **Export** in the row for the student you want to export.



  —*Via one of the student's classes:* Select **Classes** (D on page 118), then select the name of the class. You will see a list of all the students in that class; select **Export** in the row for the student you want to export.

  —*Via the student's grade:* Select **Grades** (F on page 118), then select the grade the student is in. You will see a list of all the students in that grade; select **Export** in the row for the student you want to export.

4. Check the boxes next to the information you want to export.


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Export Students
Select Export Options
Select the export files that you want to create
Students: All Students for Fraser, Laura
Renaissance Place Export - export Renaissance Place data into one file compatible with other Renaissance Place databases
J
Export student information only
Accelerated Math
Accelerated Reader
MathFacts in a Flash
STAR Early Literacy
STAR Reading
Desktop Export - export Renaissance Place data into export files compatible with Renaissance Learning Desktop applications (separate files per application)
K
Accelerated Math 2.x
Accelerated Reader 5.x-6.x
Accelerated Vocabulary 1.x
MathFacts in a Flash Management 1.x
STAR Reading 2.x
Diagnostic Export - export Renaissance Place diagnostic report data for Renaissance Learning consulting, research, and evaluation services
L
Accelerated Math
Flat File Student Assessment Export - export Renaissance Place student assessment result data into a delimited text file
M
Accelerated Reader-RP Detail
STAR Early Literacy Assessment Detail
STAR Math Assessment Detail
STAR Reading Assessment Detail
STAR Reading Spanish Assessment Detail
Cancel
< Back
Next >

If any students have used extended time limits while taking a STAR Math test, *that fact will not be included in the desktop or flat-file exports.*

J Renaissance Place export files are intended to be imported into another Renaissance Place database.

Checking the **Export student information only** box will limit the export to students' personal information, such as name, gender, ethnicity, etc.

Checking any of the product boxes will export the students' quiz/test records for the chosen product. (If any of the product boxes are chosen, the students' personal information *will* also be included in the export, regardless of whether the **Export student information only box** is checked.)

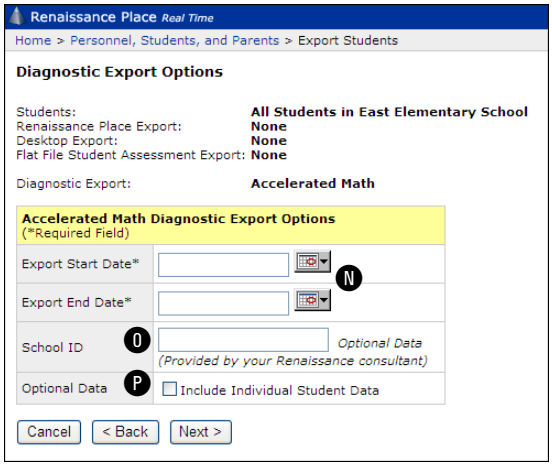
No matter how many boxes you check in this section, you will receive one file that includes all the selected Renaissance Place information for the students.

K Desktop export files are intended to be imported into a desktop Renaissance Learning product. You will receive a separate file for each product that you check. **Note:** When exporting data out of Renaissance Place in a desktop-compatible format each student's user name will be updated using the first initial of the student's first name and first four characters of the student's last name. Each student's password will be updated using the student's first and last initials. This is because Renaissance Place products can handle longer user names and passwords than desktop products can.

L The diagnostic export is useful when you need to send information to Renaissance Learning. It is currently only available for Accelerated Math.

M Flat files are comma-delimited files that you can open using a spreadsheet program. They include the quiz and test data from the products you select. You will receive a separate file for each product that you check.

5. Select **Next >**.
6. If you chose a Diagnostic Export in the last step, enter the options for the diagnostic export. Then, select **Next >**.

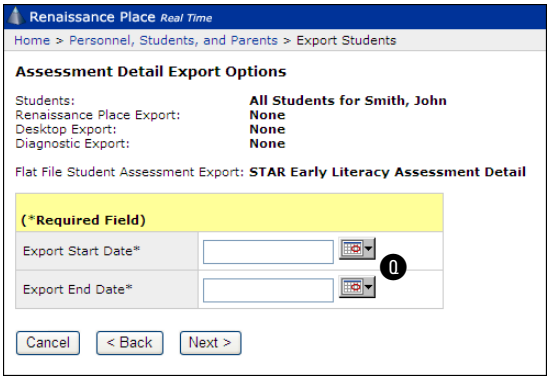


N To enter the dates, you can type them in the blank fields or select each calendar button and select a date in the calendar that opens up.

O Enter the school ID you received from Renaissance Learning.

P Check this box if you want to include data for individual students.

7. If you chose a flat-file export, enter the start and end dates for the range of dates you'd like to export. (Type the dates in the appropriate blank fields, or select the calendar button next to each field Q and select a date in the calendar that opens up.) Then, select **Next >**.


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Export Students
Assessment Detail Export Options
Students: All Students for Smith, John
Renaissance Place Export: None
Desktop Export: None
Diagnostic Export: None
Flat File Student Assessment Export: STAR Early Literacy Assessment Detail
(*Required Field)
Export Start Date*
Export End Date*
Cancel
< Back
Next >

8. The program will generate the export files you selected. As each file is created, select **Download** to save the file to a location of your own choosing.
9. Select **Done** after downloading the files.

Deleting Students

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

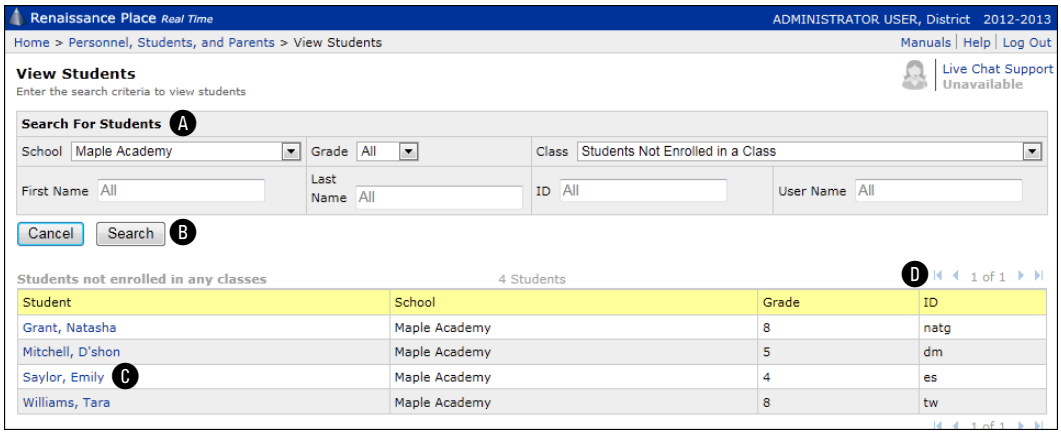
Learn more about capabilities on page 56.

Follow these steps to delete students. You can choose whether you want to permanently delete the students from the database or just inactivate the student records.

Note: Deleting a student record is not the same as permanently removing a student record when editing multiple students (see page 109). If a student record has data attached to it, attempting to delete it will only deactivate it; *permanently removing it will remove **all** traces of the record from the database.*

If you are a school administrator, you can only delete students enrolled in your school. If you are assigned to more than one school, on the Home page, choose the Change Role option (see page 6) to choose the school from which you want to delete students.

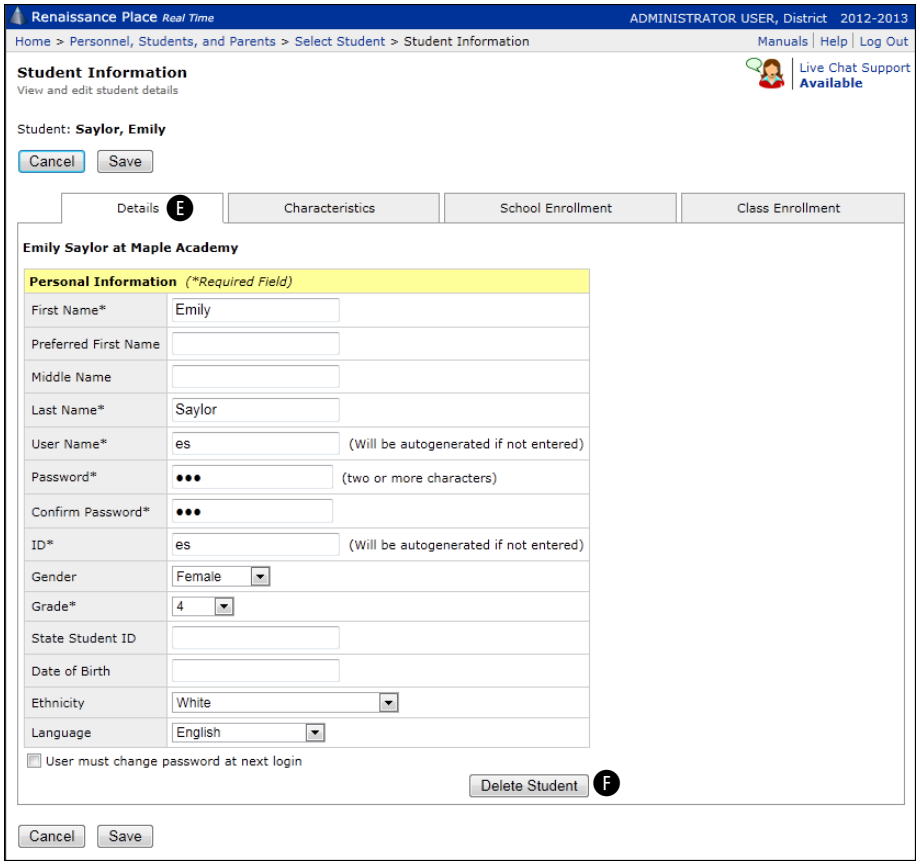
1. On the Home page, select **Users**.
2. Select **View Students** on the Personnel, Students, and Parents page.
3. To find students that you want to delete, enter and/or select search criteria in the fields at the top of the page Ⓐ. You don't need to enter all of the information, and if you search by name, you can enter all or part of the name. For detailed search instructions, see page 89.
4. Select **Search** Ⓑ.



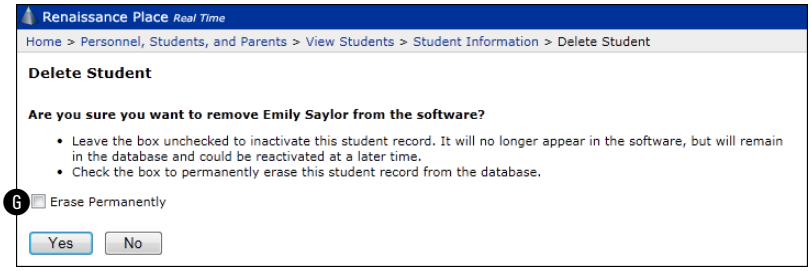
5. Select the name of a student Ⓒ that you want to delete. If the student is in more than one school, the student will be listed more than once; it does not matter which location you select.

   If the list of search results has more than 50 students, it will be split into multiple pages. Select ▶ to go to the next page of results or ◀ to go back Ⓓ. You can also select ▶| to go to the last page of results or |◀ to go back to the first page.

6. If you selected a student who is already enrolled in a school or class, you will go to the Details tab on the Student Information page. If you go to another tab, select the **Details** tab Ⓔ.
7. Select **Delete Student** (under the table Ⓕ).



8. If you want to delete the student's record permanently, check the **Erase Permanently** box Ⓖ. If you don't check the box, the student's record will become inactive, but it won't be permanently deleted.


Renaissance Place Real Time
Home > Personnel, Students, and Parents > View Students > Student Information > Delete Student
Delete Student
Are you sure you want to remove Emily Saylor from the software?
Leave the box unchecked to inactivate this student record. It will no longer appear in the software, but will remain in the database and could be reactivated at a later time.
Check the box to permanently erase this student record from the database.
G
Erase Permanently
Yes
No

9. Select **Yes** to finish deleting or inactivating the student record.
10. The program will tell you whether the student has been inactivated or deleted. Select **Continue**.

The program won't allow you to permanently delete students with other records attached to their names *(such as being assigned to a class or associated with a parent); those students will be inactivated instead.*

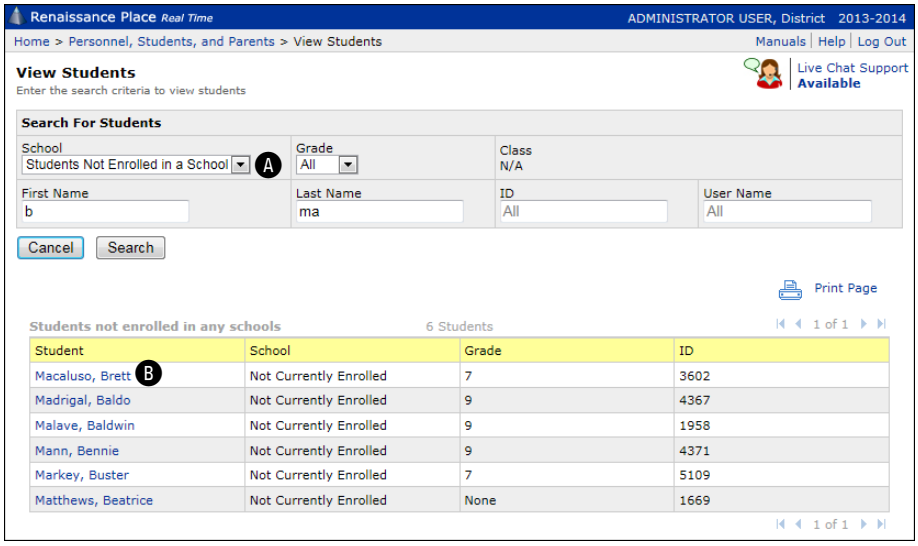
Reactivating a Student

Students who were deleted (but not permanently) and those who are not enrolled in any school can be made active again by following these steps.

These steps are useful when you are trying to add a student and you find that the student's ID or name already exists, indicating that the student is already in Renaissance Place but is not active.

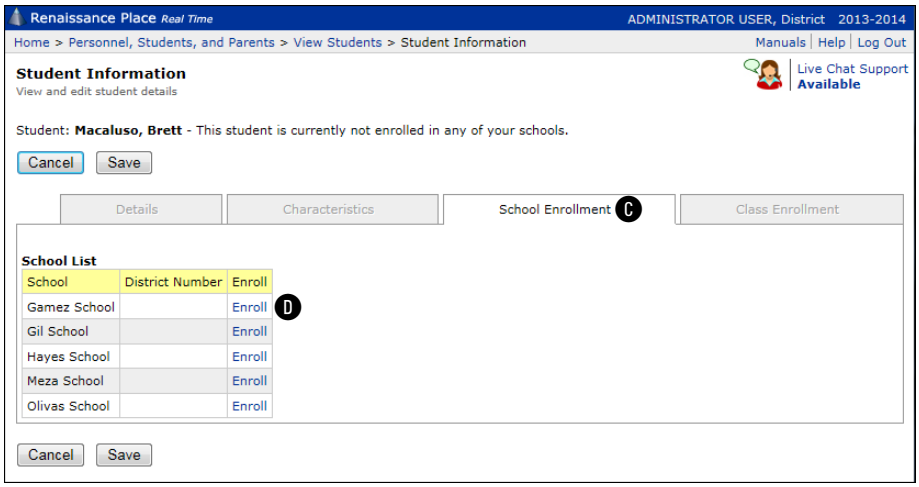
***If you are a school administrator** and you have access to more than one school, choose the Change Role option from the Home page to choose your School User role at the school you want to work with **before** you follow these steps (see page 6). This is the school that you can activate the student in.*

1. On the Home page, select **Users**.
2. Select **View Students**.
3. On the View Students page, in the **School** drop-down list Ⓐ, choose **Students Not Enrolled in a School**. Then, enter other information that may help you find the student (such as first name, last name, ID, and/or user name). Select **Search**.

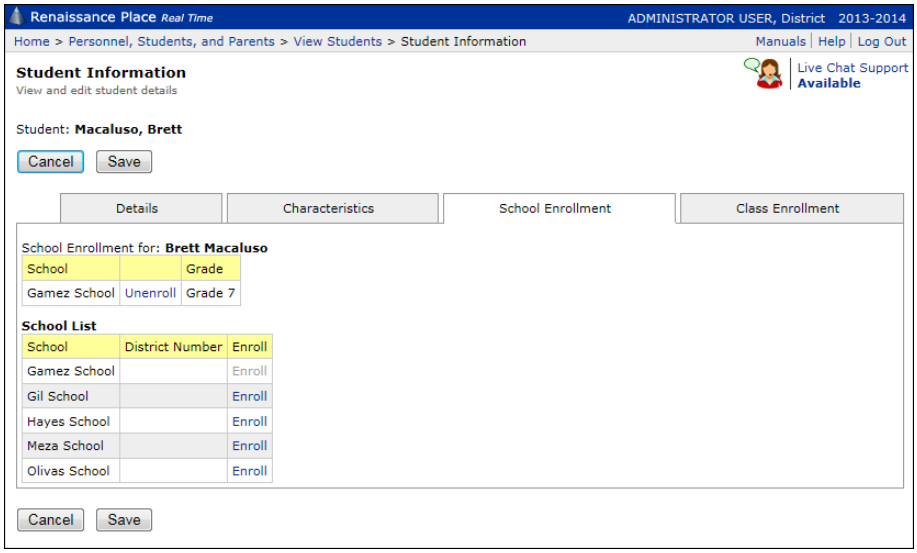


4. The students who matched your search will be listed. Select the student's name Ⓑ.

5. On the Student Information page, you will be on the **School Enrollment** tab Ⓒ. Find the school that the student should be enrolled in. (If you are a school administrator, only your school is listed.) Select **Enroll** Ⓓ in the row for that school.



6. The school will be added to the list at the top of the tab Ⓔ. Select **Save**. The student will be active in the software once again.



Unlocking Student Accounts

Who Can Do This?

☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page56.

A student's account can be locked if the student enters the wrong password too many times in a row while trying to log in. This is a security feature—it prevents others from having too many chances to guess the student's password and log in under the wrong name.

The program will automatically unlock all accounts at midnight every day; however, if you need to unlock a student account before then, follow the steps below.

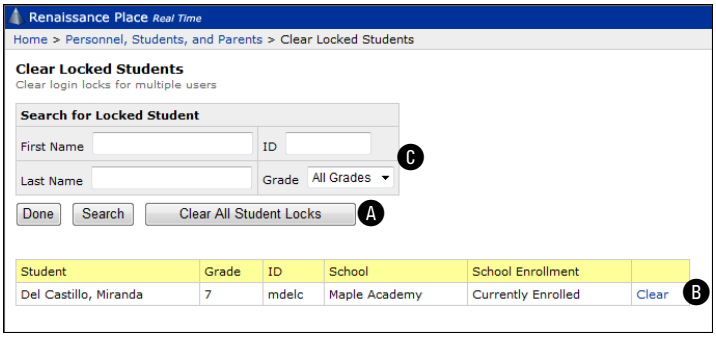
District personnel can unlock accounts for any student. If you are a school administrator or school staff member, you can unlock accounts for students in your school. Teachers can unlock accounts for students in their classes.

You can control the number of times the wrong password can be entered *before the program locks the account; to do this, use the Account Login preference. For details, see page 254.*

1. On the Home page, select **Users**.
2. Select **Clear Locked Students** on the Personnel, Students, and Parents page. The Clear Locked Students page will list all students whose accounts are locked.
3. To clear locks for all students at once, select **Clear All Student Locks** Ⓐ.

   To clear locks for individuals, select **Clear** in the row for each student Ⓑ.

   To search for a specific student, enter all or part of the first name, last name, and/or ID in the appropriate blank fields Ⓒ. You can also choose a grade from the **Grade** drop-down list. Then, select **Search**. If the list of results is long, it will be split into multiple pages. Select **Next >>** to go to the next page of results or **<< Previous** to go back.
4. Select **Done** when you have finished clearing locks.



Managing Parents

The following sections describe how to view, add, edit, or delete parents and associate children with parents. Parents who are added to the Renaissance Place database and assigned children (see page 133) can log in and view certain information and reports about their children. (Parents cannot view any other information.)

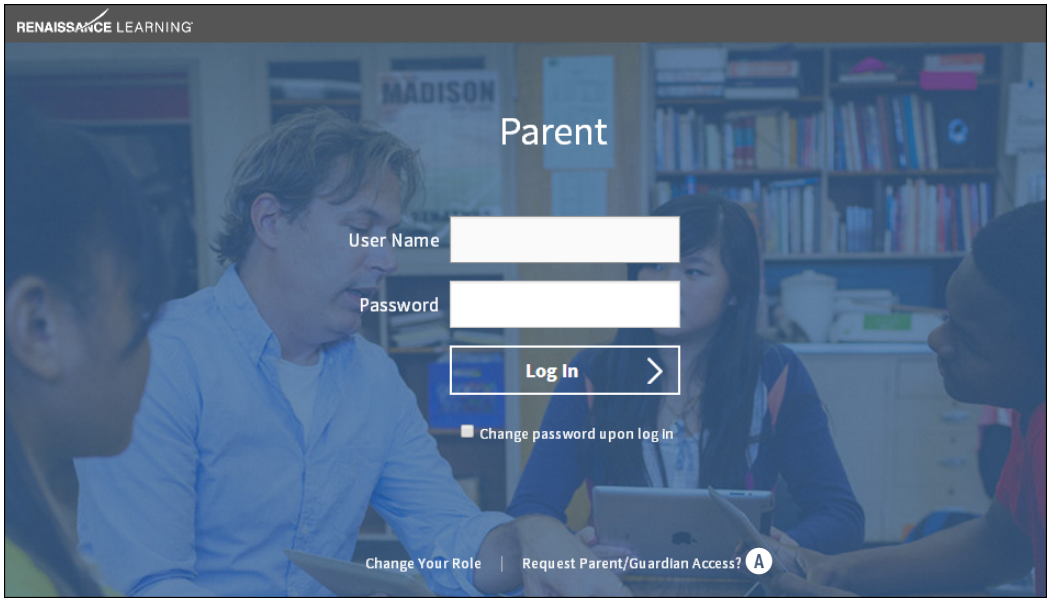
Administrators can turn off the ability of parents to log in to the software if you do not want to allow this; see “Security Options for Students and Parents” on page 255

Note: Renaissance Home Connect is another way to keep parents informed about student work in Accelerated Reader, Accelerated Math, and MathFacts in a Flash (if it is available for your subscription). If the Renaissance Home Connect tab is available on your Home page, select What is Renaissance Home Connect for more information.

How Parents Request Access to the Software

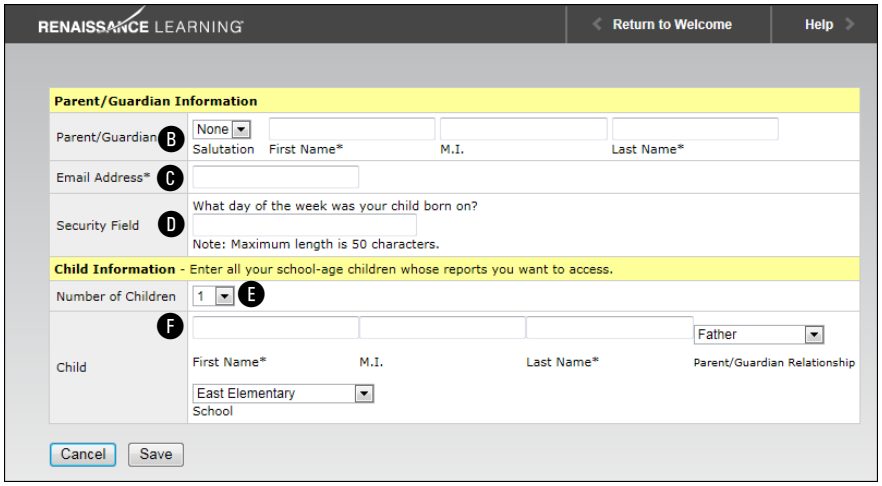
Administrators can create a security question *(see page 255) and process parent requests (see page 258).*

1. In a web browser, the parent goes to the web address (URL) provided by your school for Renaissance Place.
2. On the Welcome page, select **I’m a Parent**.
3. Select **Request Parent/Guardian Access** Ⓐ.



4. On the page that opens, the parent enters:
   - his or her name Ⓑ (salutation and middle initial are optional)
   - email address Ⓒ (so the district can email the parent login information)
   - answer to the security question Ⓓ (if required by your district, see page 255)
   - number of children using the Renaissance Place software Ⓔ
   - information about each child using the Renaissance Place software Ⓕ (first name, last name, optional middle initial, relationship to the parent, and school)

   When the parent is done, he or she must select **Save**.



5. The parent selects **Done** when the program confirms that the request has been made. If the district or school grants the parent access to the program, they will give the parent a user name and password used for logging in.

Adding Parents

Who Can Do This?

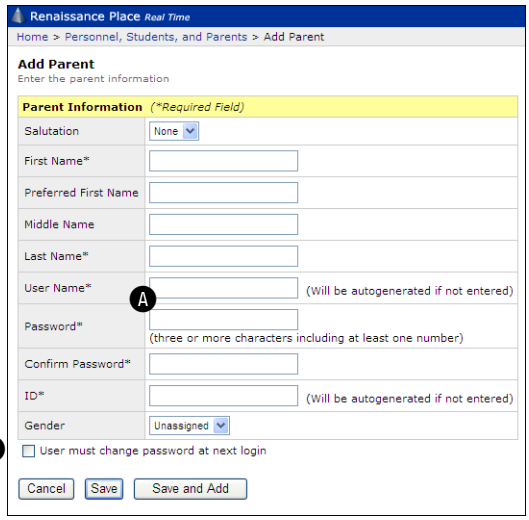
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

Note: If some of your personnel have children in the district's schools, you do not need to add them as parents if you have already added them as personnel. You can indicate to the program that personnel are parents simply by assigning children to them. Follow the procedure on page 133 to assign children to personnel.

Follow these steps to add parents to your database:

1. On the Home page, select **Users**.
2. On the Personnel, Students, and Parents page, select **Add Parent**.
3. On the Add Parent page, enter the parent's information in the appropriate blank fields. Required information is marked with an asterisk. First and last names are limited to 35 characters.



A The user name and password are used to log in. They can't be the same. If you don't enter a user name, the program will generate one. Be sure to give each parent his or her user name and password after you add the parent.

B If you check this box, the user will be required to change his or her password when logging in for the first time.

4. If you want to add another parent after this one, select **Save and Add** and enter the next parent's information.

   If you want to add only this parent, select **Save**.
5. Parents won't see any information until you assign their children to them. See the instructions on page 133 to assign children to parents after you add them.

If the parent's name matches the name of another parent or personnel member in the database, *you will be notified. If you are a district administrator or staff member, you will have the chance to:*

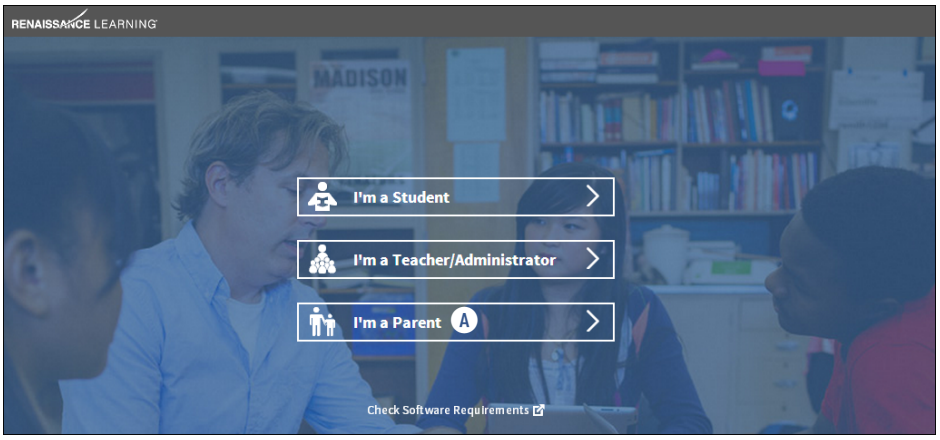
- *Add another parent with the same name (by selecting **Add Parent**).*
- *Change the children to assign to the existing person found (by selecting **Edit Children**).*
- *Activate a record for a parent whose record was deleted (by selecting **Activate**).*
- *Cancel without adding the parent.*

How Parents Log In to Renaissance Place

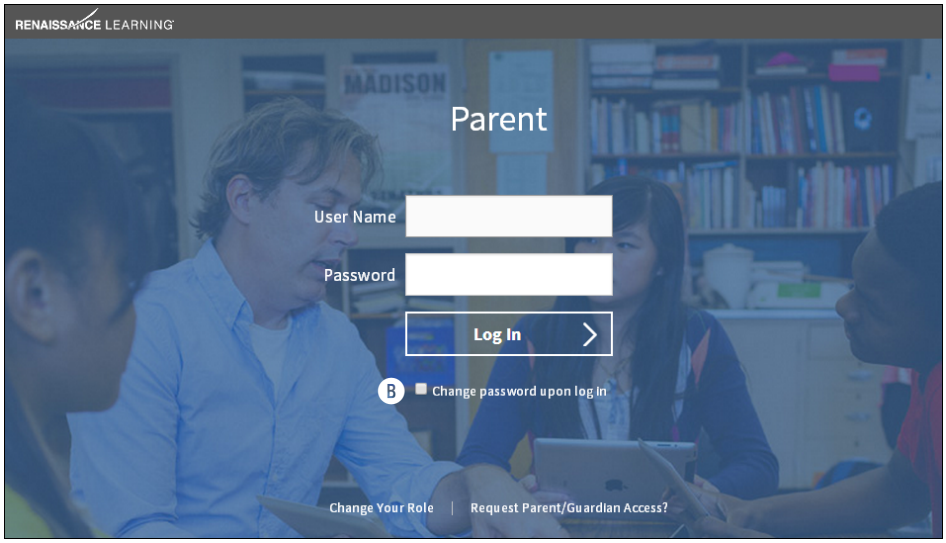
If you have an Enterprise subscription to Accelerated Math, Accelerated Reader, or MathFacts in a Flash, Renaissance Home Connect is a better option for parents. *Parents can use Renaissance Home Connect to see information about their children's work without being added to Renaissance Place. For more information about Renaissance Home Connect, on the Home page, select* ***Renaissance Home Connect****, then* ***What Is Renaissance Home Connect****.*

Note: Parents can only log in if you make the Parent link available on the Welcome page. See "Security Options for Students and Parents" on page 255.

1. In your web browser, go to the web address (URL) provided by your school for Renaissance Place.
2. On the Welcome page, select **I'm a Parent** Ⓐ.



3. Enter your user name and password in the appropriate blank fields.

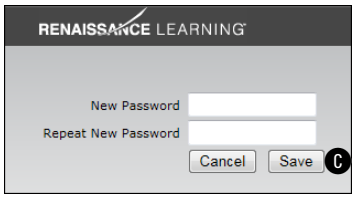


   To change your password, check the **Change Password upon login** box Ⓑ.
4. Select **Log In**.

   If you are not changing your password, your Home page opens.

Which parents can log in? *Parents can log in when you add them to the software (see page 129), assign their children (page 133), give them the server address, and give them the user name and password you assigned when you added the parent. If a parent hasn't been added, but the parent has the address to the server, he or she can follow the steps on page 127 to request access.*

If you are changing your password, type it and then type it again in the appropriate blank fields to verify it, and select **Save** C. You will go to your Home page.



Viewing or Editing Parent Information

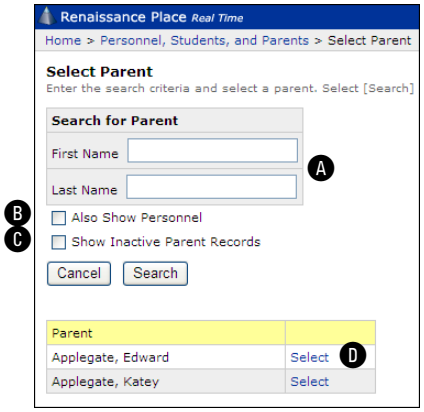
Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

Follow these steps to view or edit a parent's information. If you want to change the children assigned to a parent, see the steps on page 133. (**Note:** School staff members who aren't administrators can view parent information, but they can't edit it.)

1. On the Home page, select **Users**.
2. Select **View Parent** on the Personnel, Students, and Parents page.
3. On the Select Parent page, search for the parent whose information you want to view or edit. Then, select **Search** to see the search results.

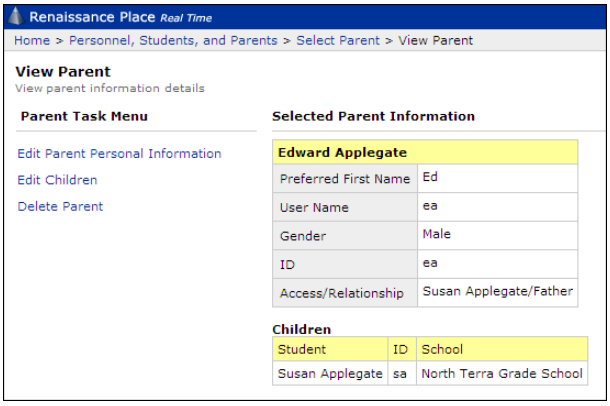


A You can enter all or part of a parent's first and last name in the appropriate blank fields. You aren't required to enter all information. If you want to find all parents, leave these fields blank.

B If the **Also Show Personnel** box is available, check it to include personnel in your search if some of your personnel are also parents.

C Check **Show Inactive Parent Records** if you want to include parents who have been deleted, but not permanently.

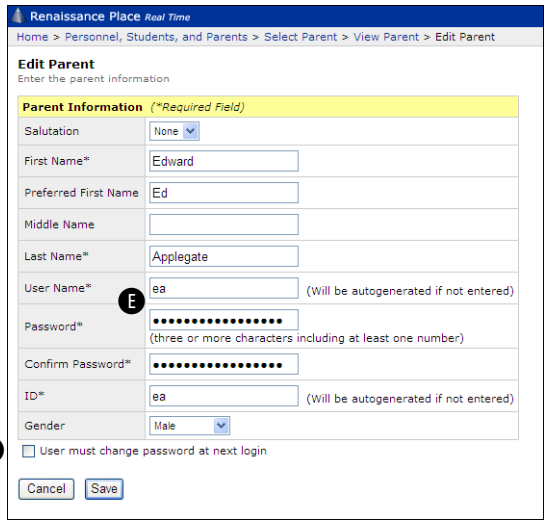
4. Choose **Select** Ⓓ next to the parent whose information you want to view or change. The View Parent page will show you some of the parent's information, including the children you have assigned to the parent.



You may not see all of the links or information shown here. *Your primary position, capabilities, and the status of the parent determine which tasks are available in the Parent Task Menu. If you are a school administrator, you will only see the children from your school who are assigned to the parent, not children from other schools.*

5. If you want to edit the parent's information, select **Edit Parent Personal Information** on the View Parent page. Then, on the Edit Parent page, change the parent's information as needed. Select **Save** to save your changes.

The Edit Parent Personnel Information link is not available if the parent's record is inactive. *You need to reactivate the parent before you can edit his/her information.*


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Select Parent > View Parent > Edit Parent
Edit Parent
Enter the parent information
Parent Information (*Required Field)
Salutation None
First Name* Edward
Preferred First Name Ed
Middle Name
Last Name* Applegate
User Name* ea (Will be autogenerated if not entered)
Password* (three or more characters including at least one number)
Confirm Password*
ID* ea (Will be autogenerated if not entered)
Gender Male
User must change password at next login
Cancel
Save
E
F

Ⓐ The user name and password are used to log in. They can't be the same. Give each parent his or her user name and password if you change them.

Ⓑ If you check this box, this parent will be required to change his or her password when logging in next time.

Note: If you changed the parent's name, and the name now matches the name of another parent, administrator, staff member, or teacher in the database, you will be notified. *If you are a district administrator or staff member,* on the Duplicate Parent Found page you can do one of the following:

- To keep this parent's record separate from the one found, select **Add Parent** on this page.

- If you want to change the children assigned to the existing parent or staff member, select **Edit Children**.
- To activate a record for a parent whose record was deleted (but not permanently), select **Activate**.
- If you do not want to save your changes for the parent, select **Cancel**.

Assigning Students to Parents

Who Can Do This?

☑ District Administrators
☑ District Staff
☑ School Administrators
☐ School Staff
☐ Teachers

Learn more about capabilities on page 56.

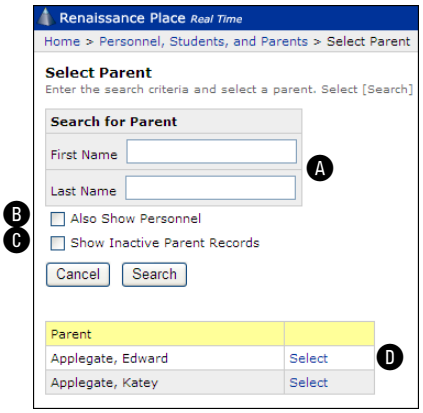
Follow these steps to assign children to or remove children from the parent's record:

1. On the Home page, select **Users**.
2. Select **View Parent** on the Personnel, Students, and Parents page.
3. On the Select Parent page, enter the parent's first and/or last name Ⓐ.

   School administrators can check the **Also Show Personnel** Ⓑ box to include personnel in the search results.

   Check **Show Inactive Parent Records** Ⓒ to include those records in the search results.

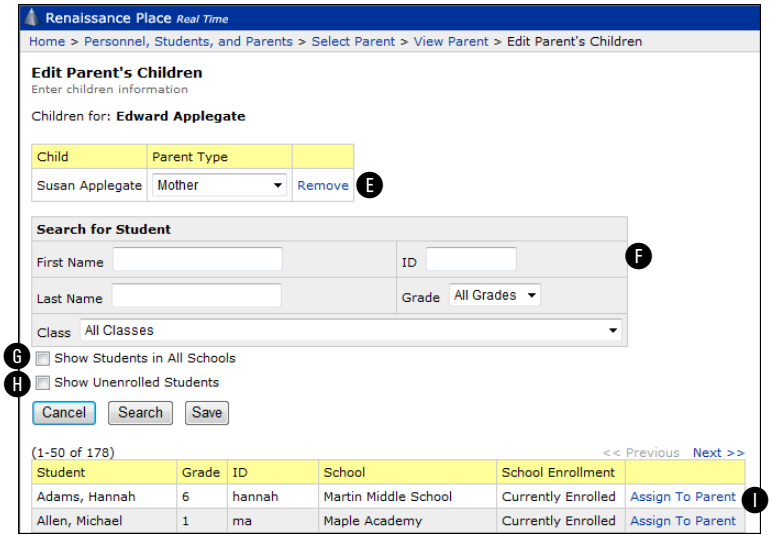
   Select **Search** to see the search results.



4. Choose **Select** Ⓓ next to the parent whose children you want to select.
5. Select **Edit Children** on the View Parent page.

The Edit Children link is not available if the parent's record is inactive. *You need to reactivate the parent before you can edit his/her children.*

6. The Edit Parent's Children page lists the children who are already assigned to the parent. If you want to remove a student from the parent's record, select **Remove** in the row for that student E.



F In these fields, you can enter all or part of a student's first and last name and ID, and you can select the grade. School personnel and teachers can also select the class. You aren't required to enter all information. If you want to find all students, leave these fields blank.

G If you are a school administrator, check **Show Students in All Schools** if you want your search to include students who are not in your school.

H Check **Show Unenrolled Students** if you want to include students who do not have an assigned school in the search results. Unenrolled students may have no school assignments, or they may have been deleted, but not permanently.

I Select **Assign to Parent** to add a child you found to this parent's record. Be sure to choose the parent's relationship to the child at the top of the page.

If you want to assign another child to the parent, enter some or all of the child's information in the appropriate fields F and select **Search**. The child's name should appear in the search results; select **Assign to Parent** I in the row for that child. The child's name will appear in the list at the top of the page; be sure to use the drop-down list to choose the parent's relationship to the child.

7. Select **Save** to save your changes.

Unlocking Parent Accounts

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

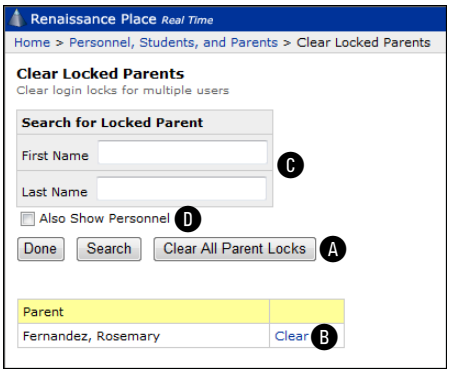
A parent's account can be locked if the parent enters the wrong password too many times in a row while trying to log in. This is a security feature—it prevents others from having too many chances to guess the parent's password and log in under the wrong name.

The program will automatically unlock all accounts at midnight every day; however, if you need to unlock a parent account before then, follow these steps:

1. On the Home page, select **Users**.
2. Select **Clear Locked Parents** on the Personnel, Students, and Parents page. The Clear Locked Parents page will list all parents whose accounts are locked.
3. To clear locks for all parents at once, select **Clear All Parent Locks** Ⓐ.

   To clear locks for individuals, select **Clear** in the row for each parent Ⓑ.

   To search for a specific parent, enter all or part of the first name and/or last name in the blank fields Ⓒ. You can also check the **Also Show Personnel** box to include personnel in the search Ⓓ. Then, select **Search**. If the list of results is long, it will be split into multiple pages. Select **Next >>** to see the next page of results or **<< Previous** to go back.
4. Select **Done** when you have finished clearing locks.



You can control the number of times the wrong password can be entered *before the program locks the account; to do this, use the Account Login preference. For details, see page 254.*

Deleting Parents

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

Follow these steps to delete parents. You can choose whether you want to permanently delete the parents from the database or just inactivate the parent records.

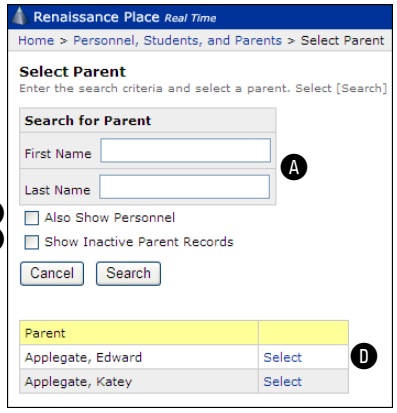
If you delete a parent who also has a district or school personnel record, only the parent record will be deleted; the personnel record won't be affected.

1. On the Home page, select **Users**.
2. Select **View Parent** on the Personnel, Students, and Parents page.
3. On the Select Parent page, enter the parent's first and/or last name Ⓐ.

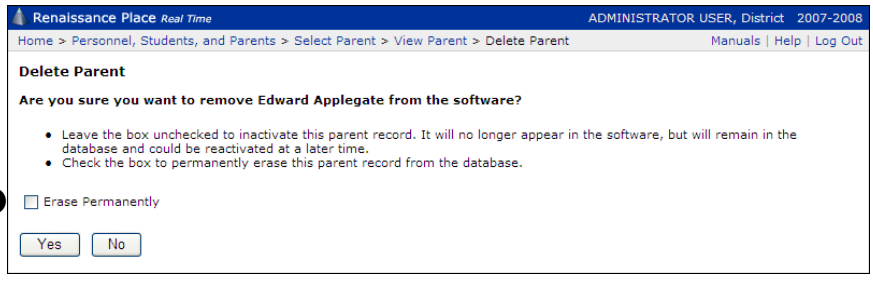
   If the **Also Show Personnel** Ⓑ box is available, check it if you want to include personnel in the search results.

   Check **Show Inactive Parent Records** Ⓒ to include those records in the search results.

   Select **Search** to see the search results.



4. Choose **Select** next to the parent whose information you want to delete Ⓓ.
5. Select **Delete Parent** on the View Parent page.
6. If you want to delete the parent's record permanently, check the **Erase Permanently** box Ⓔ. If you don't check the box, the parent's record will become inactive, but it won't be permanently deleted.


Renaissance Place Real Time
ADMINISTRATOR USER, District 2007-2008
Home > Personnel, Students, and Parents > Select Parent > View Parent > Delete Parent
Manuals | Help | Log Out
Delete Parent
Are you sure you want to remove Edward Applegate from the software?
Leave the box unchecked to inactivate this parent record. It will no longer appear in the software, but will remain in the database and could be reactivated at a later time.
Check the box to permanently erase this parent record from the database.
E
Erase Permanently
Yes
No

The Delete Parent link is not available if the parent's record is inactive. *You need to reactivate the parent before you can edit his/her children.* *See page 137.*

The program will not allow you to permanently delete parents with certain records attached to their name *(such as parents who have children assigned to them); those parents will be inactivated instead.*

7. Select **Yes** to finish deleting or inactivating the parent record.
8. The program will tell you whether the parent has been inactivated or deleted. Select **Continue**.

Reactivating Parents

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

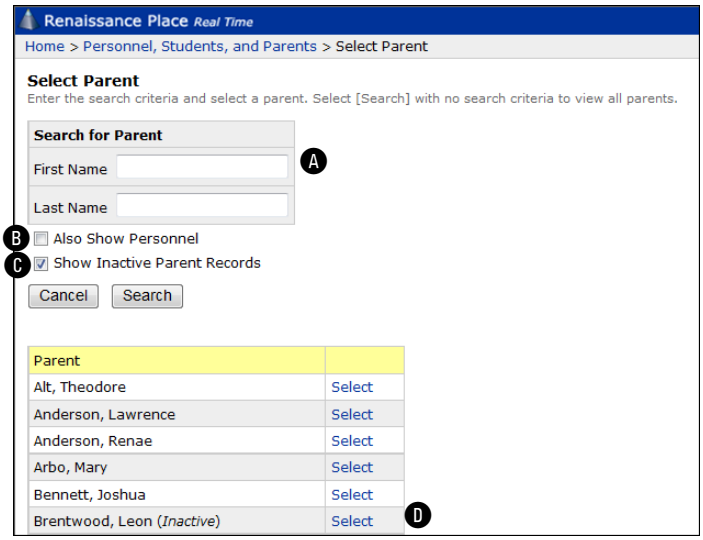
If a parent's record has been inactivated, it can be reactivated again as long as you didn't permanently delete the parent. Follow these steps:

1. On the Home page, select **Users**.
2. Select **View Parent** on the Personnel, Students, and Parents page.
3. On the Select Parent page, enter the parent's first and/or last name Ⓐ.

   If the **Also Show Personnel** box is available, check it if you want to include personnel in your parent search Ⓑ.

   Be sure to check **Show Inactive Parent Records** Ⓒ to include parents whose records have been inactivated.

   Select **Search** to see the search results.



4. Choose **Select** next to the parent whose record you want to reactivate Ⓓ.
5. Select **Reactivate Parent Record** on the View Parent page.

Managing Courses

Courses are created for each school in the district. The following sections describe how to view courses, add or import courses, edit course information, and delete courses.

Unlike classes, courses stay in your database from one school year to the next. They are the program of study that your classes are added to. For information on managing the classes that are a part of your courses, see “Managing Classes” on page 143

Since classes are added to courses, you need to add courses for each school before you add classes.

Viewing Courses

Who Can Do This?

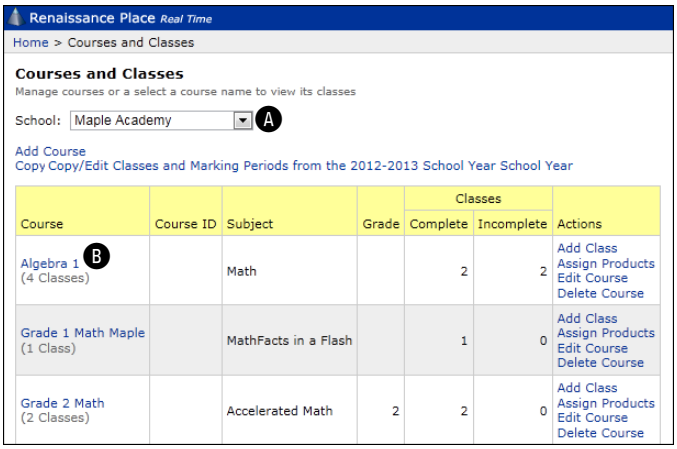
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

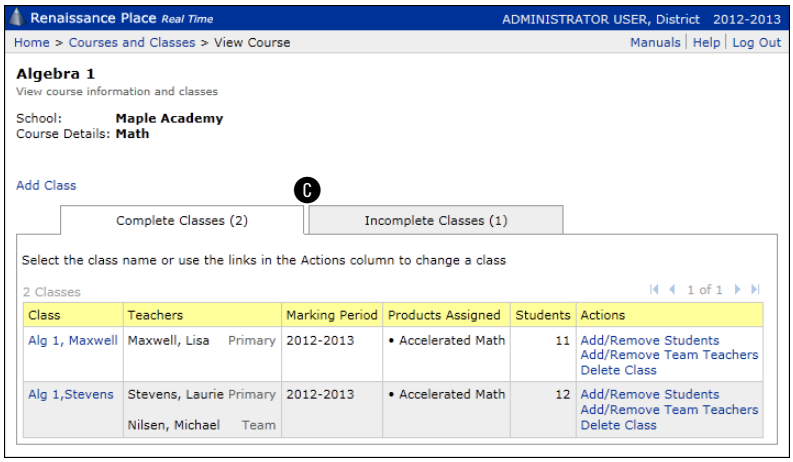
If you are a school administrator or school staff member *and you have access to more than one school, choose the Change Role option from the Home page to choose your role at the school you want to work with (see page 6). This is the school that you can view courses for.*

Follow these steps to view a course:

1. On the Home page, select **Courses and Classes**. The next page lists the courses and classes that have been added for the school.
2. If you see a **School** drop-down list Ⓐ, choose the school that has the courses you want to view. To select a particular course, select the course name Ⓑ.



3. The course page shows more information about the course, including tabs with lists of complete and incomplete classes Ⓒ in the course.



Complete and incomplete classes: *Complete classes have a primary teacher assigned, products selected, and students enrolled, so they are ready to use your software. Incomplete classes are missing a primary teacher, products, or students.* *See page 145.*

Adding More Courses

To add more courses to Renaissance Place, see page 25.

Importing Courses into the Database

If course information is included in a student or personnel record, the course information can be imported at the same time as the student or personnel record. However, courses can only be imported as you import classes. See “Managing Data Imports” on page 217.

Editing Courses

Who Can Do This?

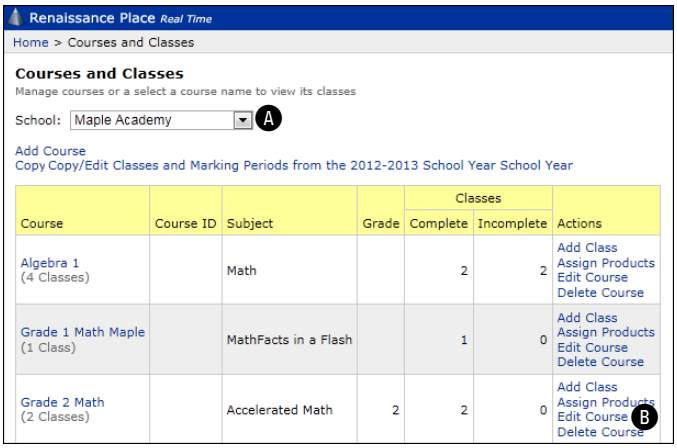
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

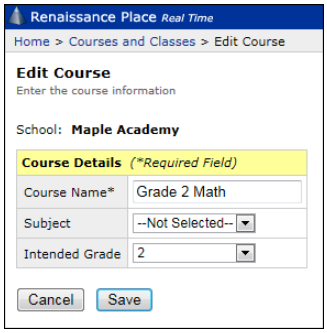
If you are a school administrator or school staff member *and you have access to more than one school, choose the Change Role option from the Home page to choose your role at the school you want to work with (see page 6). This is the school that you can edit courses for.*

Follow these steps to edit the information for a course:

1. On the Home page, select **Courses and Classes**. The next page lists the courses and classes that have been added for the school.
2. If you see a **School** drop-down list Ⓐ, choose the school that has the course you want to edit.



3. Select **Edit Course** Ⓑ in the row for the course on the Courses and Classes page.
4. On the Edit Course page, you can change the course information except for the school where the course is held. (In the **Intended Grade** drop-down list, **EE** means Early Education.)
5. Select **Save** to save your changes.



Deleting Courses

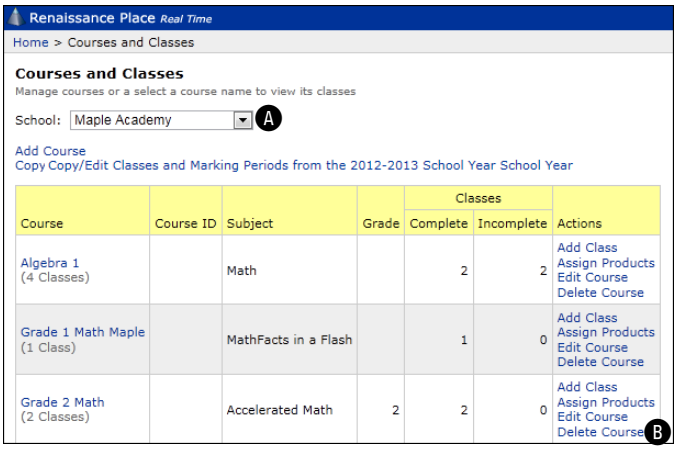
Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

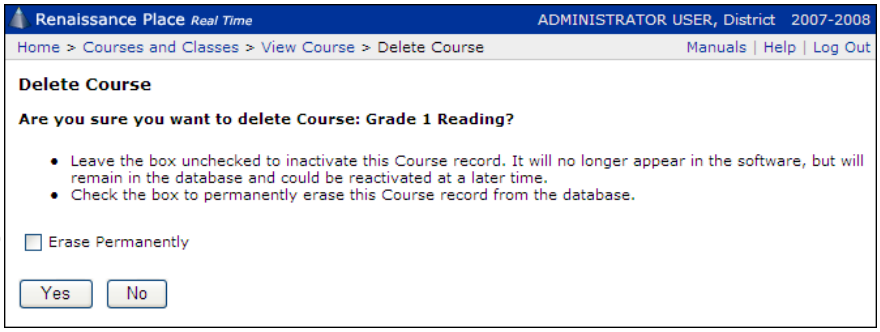
Learn more about capabilities on page 56.

By following these steps, you can delete courses. When you do this, you can choose whether to permanently delete the course or just inactivate it. If a course has classes, you can't delete the course permanently; the course will be inactivated instead.

1. On the Home page, select **Courses and Classes**. The next page lists the courses and classes that have been added for the school.
2. If you see a **School** drop-down list Ⓐ, choose the school that has the course you want to delete.



3. Select **Delete Course** Ⓑ in the row for the course on the Courses and Classes page.
4. If you want to delete the course permanently, check the **Erase Permanently** box Ⓒ. If you don't check the box, the course will be inactivated, but it won't be permanently deleted.


Renaissance Place Real Time
ADMINISTRATOR USER, District 2007-2008
Home > Courses and Classes > View Course > Delete Course
Manuals | Help | Log Out
Delete Course
Are you sure you want to delete Course: Grade 1 Reading?
Leave the box unchecked to inactivate this Course record. It will no longer appear in the software, but will remain in the database and could be reactivated at a later time.
Check the box to permanently erase this Course record from the database.
C
Erase Permanently
Yes
No

5. Select **Yes** to finish deleting or inactivating the course.
6. The program will tell you whether the course has been inactivated or deleted. Select **Continue**.

If you are a school administrator or school staff member *and you have access to more than one school, choose the Change Role option from the Home page to choose your role at the school you want to work with (see page 6). This is the school that you can delete courses for.*

You can restore inactivated courses. *See page 142.*

Reactivating Courses

By following these steps, you can restore a course that has been inactivated. (You can't restore a course that has been permanently deleted.)

1. Add a course with exactly the same name as the one you inactivated (see page 25). When you attempt to save the new course, the Duplicate Course Found page will open because the new course name matches the inactive course's name.
2. Select **Activate** on the Duplicate Course Found page.
3. You will be asked if you want to activate just the course or the course plus all its associated records. Select **Only** to activate only the course, or select **All Records** to activate the course and all of its records.
4. Select **Continue** when the program confirms that the course has been activated.

Managing Classes

Unlike courses, classes are linked to specific school years, so you must add them every year or copy them from one year to the next.

The following procedures describe how to view class information, add classes, import classes, edit class information, change the enrollment for a class, change the teachers and products assigned to a class, delete classes, or copy the class setup from previous school years.

Viewing Classes

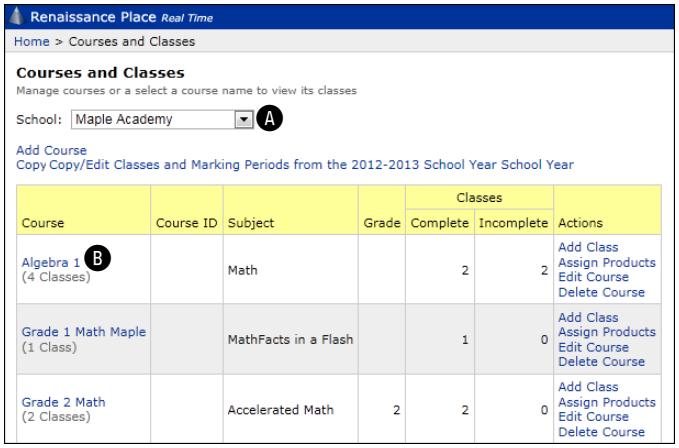
Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

Follow these steps to view class information:

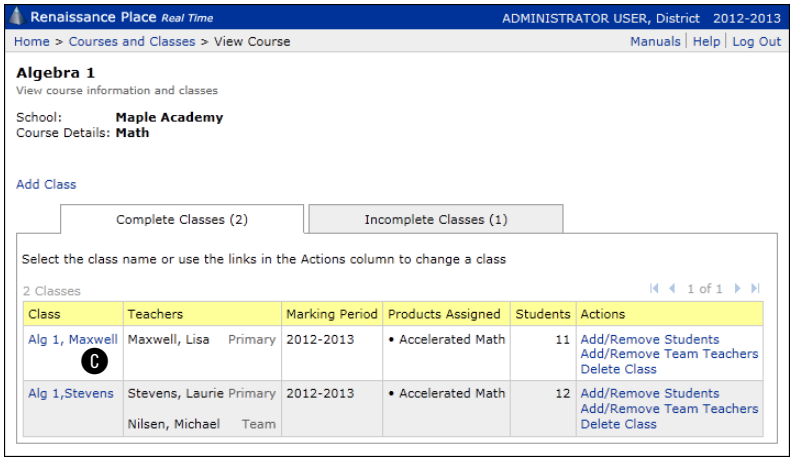
1. Check the school year shown behind your name in the upper-right corner of any page in the program. If you are not working in the correct school year, see the instructions on page 47 to choose the school year during which the class takes place.
2. On the Home page, select **Courses and Classes**.
3. If you see a **School** drop-down list on the Courses and Classes page Ⓐ, choose the school you want to work with.



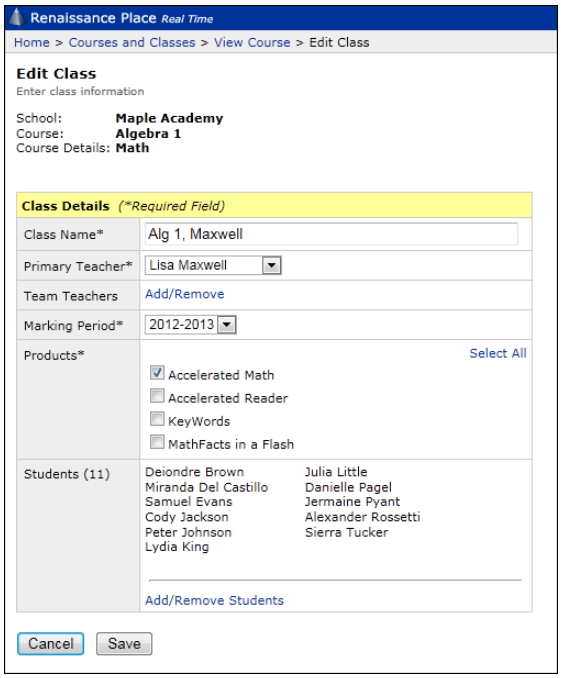
4. Select the name of the course you want to work with Ⓑ.

If you are a school administrator or school staff member and you have access to more than one school, *choose the Change Role option from the Home page to choose your School User role at the school you want to work with (see page 6). This is the school that you can view classes for.*

5. On the course page, you will see tabs with lists of Complete and Incomplete classes (see page 145). Select one of the tabs; then, select the name of the class Ⓒ that you want to view.



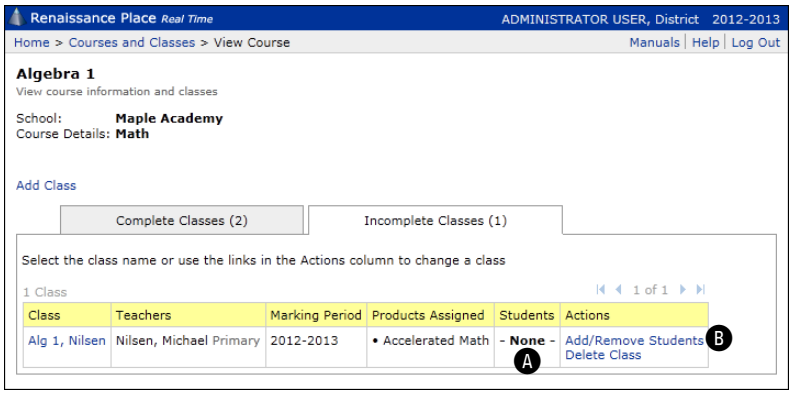
6. On the next page, you can see and change the class information, including the name, primary teacher, team teachers, products, and students.



Complete and Incomplete Classes

When you view the classes in a course, you will see tabs for Complete and Incomplete classes:

- **Complete** classes have a primary teacher, products assigned, and students.
- **Incomplete** classes are missing the primary teacher, products, and/or students. On the Incomplete Classes tab, you will see **- None -** Ⓐ for the missing information in the table. Select the class name to edit the class and select or add the missing information.



To make classes complete, you need to add the missing information:

- If the class is missing a primary teacher, select the class name, select a primary teacher from the drop-down list, and select **Save**.
- If the class is missing products, you can select the class name, select the products, and save. (If you want to assign products for multiple classes in a course, see page 148 instead.) A primary teacher must be selected before you can assign products.
- If the class is missing students, select **Add/Remove Students** in the row for the class Ⓑ and add the students.

Adding More Classes

To add more classes to Renaissance Place, see page 26.

Importing Classes into the Database

If class information is included in a student or personnel record, the class information can be imported at the same time as the student or personnel record. See “Managing Data Imports” on page 217.

Copying Classes from a Previous School Year

Who Can Do This?

☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☐ Teachers

Learn more about capabilities on page 56.

You can copy the classes from a previous school year by following the steps below. You can only do this if there are classes in the previous year to copy and you have not copied classes into this school year yet.

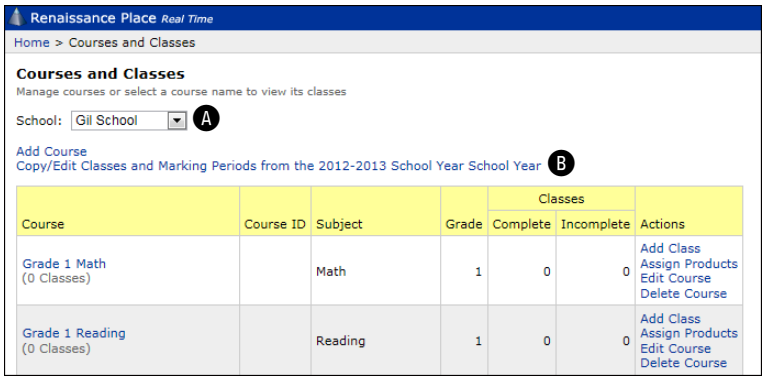
When you copy the classes, you can decide whether to also copy the assigned teachers, assigned products, and student enrollment. The marking periods for classes are also copied, with their dates updated to fall in the new school year. Class-level preferences from the products you are using are also copied, including:

- *Accelerated Reader:* Classroom Student Quizzing, Other Reading Series, Quiz Setup, and Individual Student Settings preferences.
- *Accelerated Math:* Extended Response, Page Layout, Practice, Printing, Renaissance Home Connect, Scoring, and TOPS Report preferences.
- *MathFacts in a Flash:* Mandatory Practice, Monitor Password, Problem Format, Question Type, Time Goals, Time-Out, and TOPS Report preferences (exceptions to preferences are not copied).
- *STAR Early Literacy:* Testing Password, Demonstration Video, and Hands-On Exercise preferences.
- *STAR Math:* Testing Password, Enterprise Tests (Classroom), and Student Test Registration preferences.
- *STAR Reading:* Testing Password, Enterprise Tests (Classroom), and Student Test Registration preferences.
- *STAR Reading Spanish:* Testing Password preference.

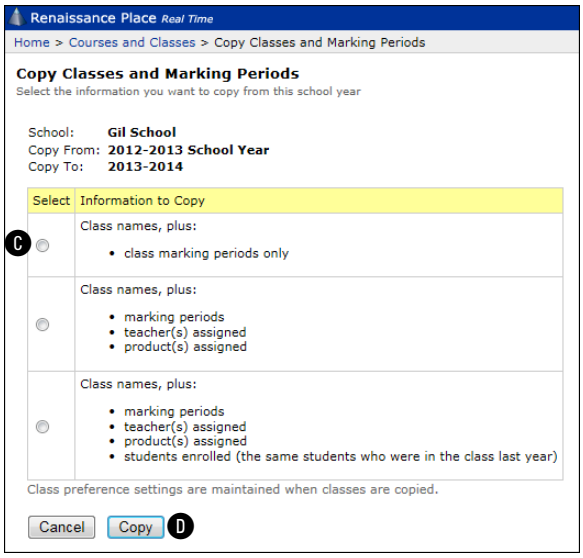
Follow these steps to copy the classes from a previous school year:

If you are a school administrator or school staff member *and you have access to more than one school, choose the Change Role option from the Home page to choose your School User role at the school you want to work with before following these steps. (See page 6.)*

1. On the Home page, select **Courses and Classes**.
2. If you have access to more than one school, use the **School** drop-down list Ⓐ to choose the school for which you want to copy classes.



3. Select the **Copy/Edit Classes and Marking Periods** link Ⓑ, which includes the name of the previous school year. The link is not available if no classes are available to copy or if you have already copied classes.
4. On the Copy Classes and Marking Periods page, choose the option you prefer Ⓒ:
   - Copy the classes and marking periods only, ***without*** the teachers, products, or students.
   - Copy the classes and marking periods plus the assigned teachers and products, ***without*** the students from last year.
   - Copy the classes, marking periods, assigned teachers, assigned products, and *last year's* enrolled students.


Renaissance Place Real Time
Home > Courses and Classes > Copy Classes and Marking Periods
Copy Classes and Marking Periods
Select the information you want to copy from this school year
School: Gil School
Copy From: 2012-2013 School Year
Copy To: 2013-2014
Select
Information to Copy
C
Class names, plus:
• class marking periods only
Class names, plus:
• marking periods
• teacher(s) assigned
• product(s) assigned
Class names, plus:
• marking periods
• teacher(s) assigned
• product(s) assigned
• students enrolled (the same students who were in the class last year)
Class preference settings are maintained when classes are copied.
Cancel
Copy
D

5. Select **Copy** Ⓓ.
6. The next page will confirm that the classes have been copied into your new school year. Select **Done**.

Assigning Products to Classes

Who Can Do This?

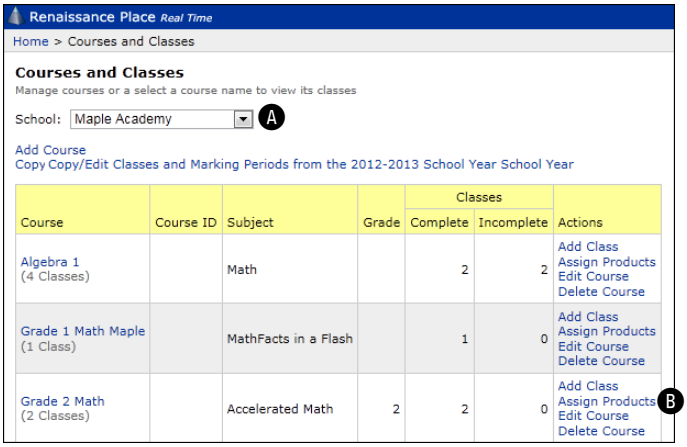
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

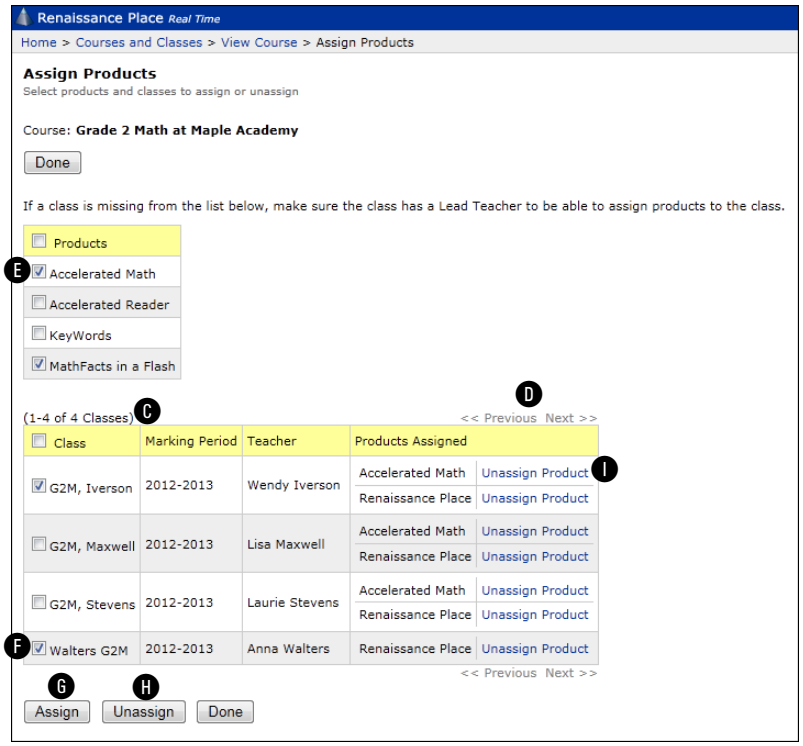
On the Assign Products page, you can assign Renaissance Place products to multiple classes. You can only do this for classes that have a primary teacher selected. Classes can only use products that have been assigned to them.

For individual classes, you select the products you assign by editing the class (see page 150). Follow these steps when you want to assign products for multiple classes in a course at the same time.

1. On the Home page, select **Courses and Classes**.
2. Choose the correct school from the drop-down list Ⓐ if necessary.
3. Find the row for the course; then, select **Assign Products** Ⓑ in that row.



4. On the Assign Products page, there is a list of products that can be assigned to the classes for the chosen course, followed by a list of those classes Ⓒ. If the list of classes is long, it may be broken across multiple pages; select **<< Previous** and **Next >>** to move back and forth through the list Ⓓ.
5. Check the box next to each product that you want to assign to a class Ⓔ.
6. Check the box next to each class you want the product(s) assigned to Ⓕ, or check the **Class** box at the top of the list to choose all the classes at once.



7. Select **Assign** Ⓖ. All the products that you selected will be assigned to all the classes you selected.

   You can also remove products from multiple classes by making your selections as described in steps 5–6 and then selecting **Unassign** Ⓗ.

   Products can also be unassigned from a class one at a time by selecting **Unassign Product** at the end of the row Ⓘ. Only that product will be removed.
8. Select **Done** when you have finished assigning and/or unassigning products. You will be taken back to the previous page.

Editing Classes

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

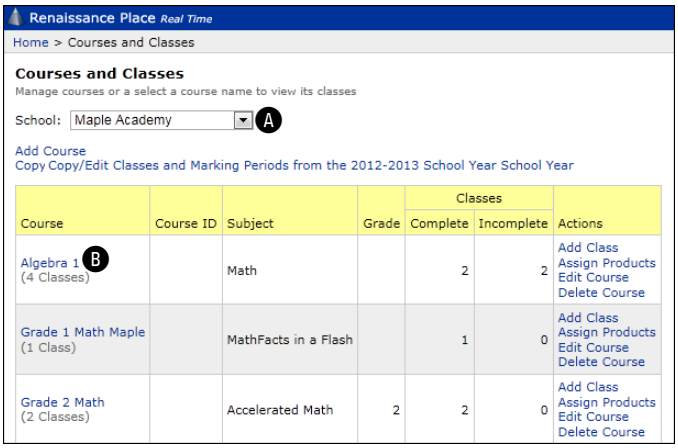
Learn more about capabilities on page 56.

By following these steps, you can edit class information.

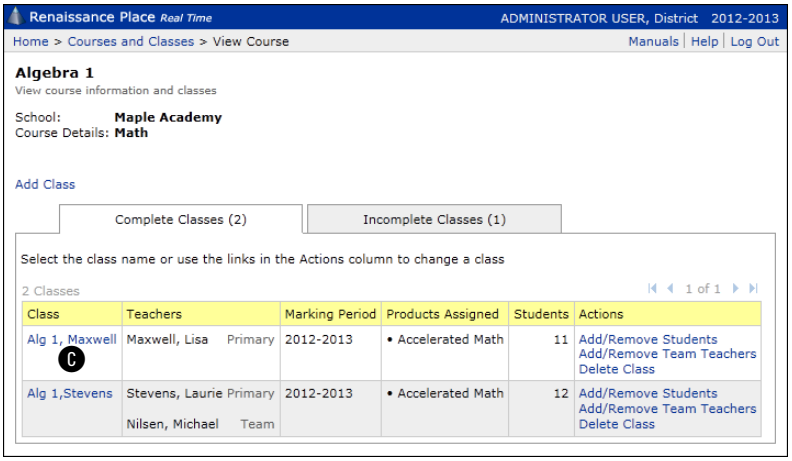
Before you do this, check the school year you are working in. This information appears behind your name in the upper-right corner of any page in the program. This is important because classes may be different for each school year. If you are not working in the school year during which the class takes place, see the instructions on page 47 to change to that school year.

Follow these steps to edit class information.

1. On the Home page, select **Courses and Classes**.
2. If you see a **School** drop-down list on the Courses and Classes page Ⓐ, choose the school you want to work with.

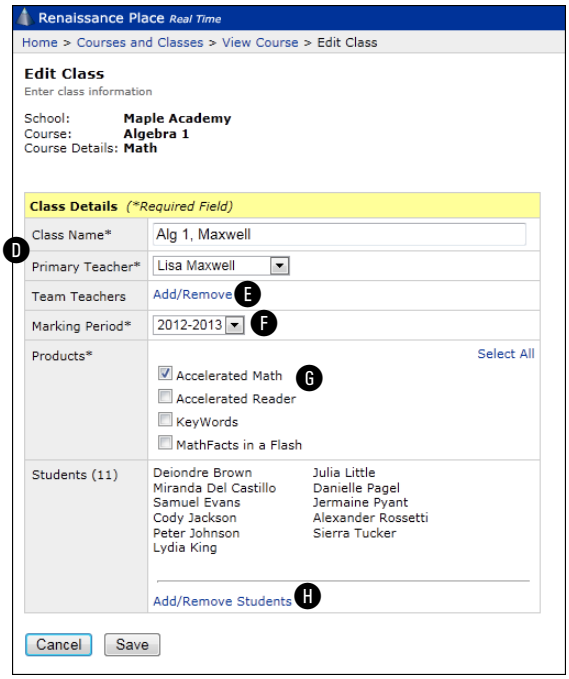


3. Select the name of the course that has the classes Ⓑ.
4. On the course page, find the class on one of the tabs (Complete Classes or Incomplete Classes). Select the name of the class Ⓒ you want to edit.



If you are a school administrator or school staff member *and you have access to more than one school, choose the Change Role option from the Home page to choose your School User role at the school you want to work with before following these steps (see page 6).*

5. On the Edit Class page, change the class information as needed.



J The class name and primary teacher are required.

K Team teachers are not required. If other teachers need to see data for this class, select **Add/Remove** to add them (see page 154).

L Choose the duration of the class: a marking period or the entire school year. The marking periods available are the ones that have been added (see page 15).

M Check every product that the class needs to use so that those products will be available to students when they log in. At least one product is required.

N To add more students to the class or to remove students, select **Add/Remove Students** (see page 152).

If you save a class without students, *it will be on the Incomplete Classes tab.*

If you change the class name and the new name matches the name of a class that was inactivated, *the Duplicate Class Found page will open. To activate the inactive class, select* ***Activate****. If you do not want to change this class name or activate the previous class, select* ***Cancel****.*

6. Select **Save** to save all changes to the class.

If you select **Cancel**, but you have made changes to the class (including changes to the students or team teachers), an Unsaved Changes window will open. If you want to save the changes you made, select **Save**. If you want to leave the page without saving any changes (including changes to the students or team teachers), select **Don't Save**. To stay on the page, select **Cancel**.

Adding or Removing Students in Classes

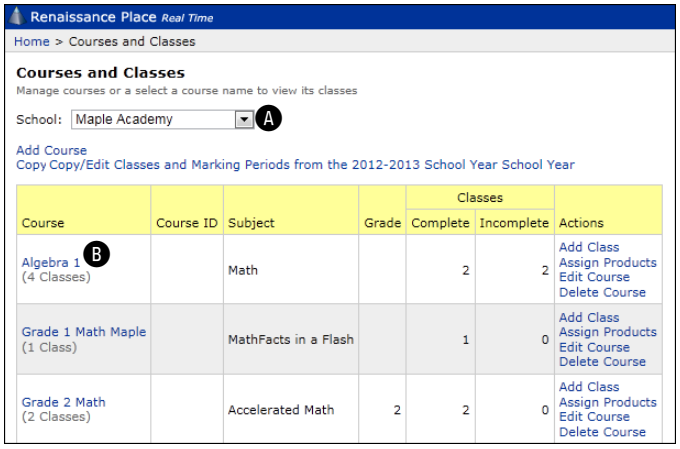
Who Can Do This?

☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☐ Teachers

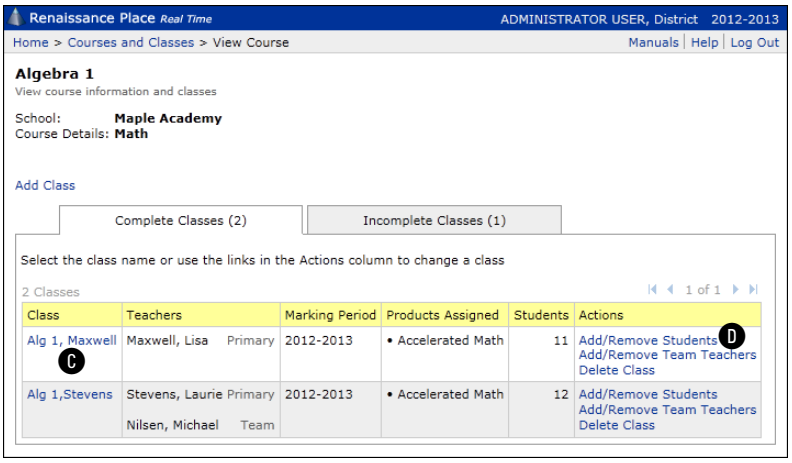
Learn more about capabilities on page 56.

Students must be added to classes before they can use your Renaissance Place software. Follow these steps to add or remove students in a class.

1. On the Home page, select **Courses and Classes**.
2. If you are a district administrator or district staff member, use the **School** drop-down list to choose the school that you want to work in Ⓐ.
3. Select the course Ⓑ that includes the class you want to change.



4. The next page will list the Complete and Incomplete classes in the course. (Incomplete classes are missing the primary teacher, students, or assigned products.) If necessary, select the tab that you need.

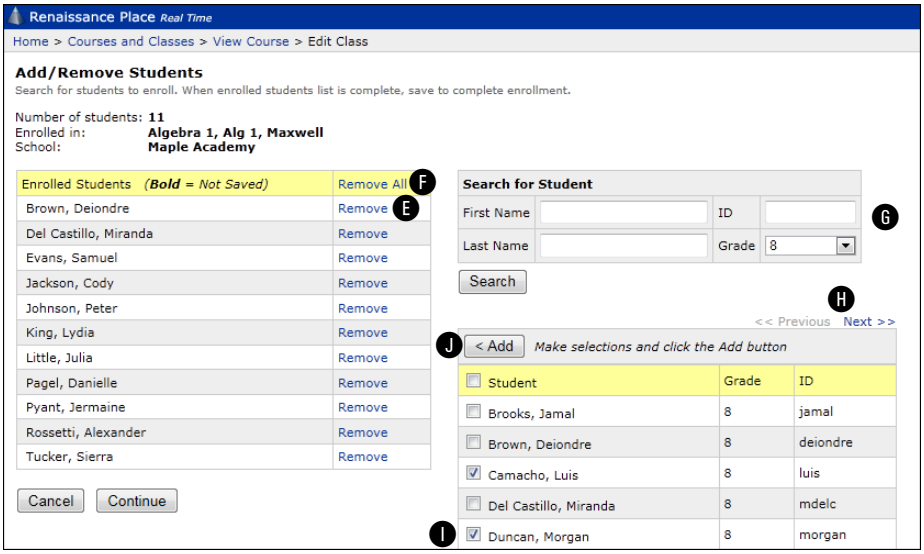


5. Do one of the following:
   - If you want to see a list of students who are in the class first, select the class name Ⓒ. Then, on the Edit Class page, select **Add Students** or **Add/Remove**

Students (the link name varies depending on whether there are already students in the class).

- If you do not need to see a list of students who are already in the class, select **Add/Remove Students** Ⓓ in the row for the class on the course page.

6. The Edit Class Enrollment page will list the students who are currently enrolled in the class (if any).



- To remove a student from the class, select **Remove** Ⓔ next to the student's name. To remove all students from the class, select **Remove All** Ⓕ.
- To enroll other students in the class, you can type a student's first name, last name, and/or ID in the appropriate blank fields Ⓖ. You can also select the student's grade from a drop-down list; if you select a grade without entering anything in the blank fields the search will find all students in that grade. If you want to see a list of all students enrolled in this school, do not enter any information in the blank fields.

  Next, select **Search**. The results of your search will appear at the bottom of the page; if the list is long, you will need to select **Next >>** and **<< Previous** Ⓗ to move forward and back in the list. If you did not find the student(s) that you were searching for, perform another search. You may need to add the student(s) or enroll the student(s) in this school.
- Check the box next to each student that you want to enroll in this class Ⓘ; if you want to check all students in the list, check the **Student** box at the top of the list. When you have selected the students, select **< Add** Ⓙ above the checklist to move them to the list of students who are enrolled in the class.

If you select Cancel on the Edit Class page, but you made changes to the class (including changes to the students or team teachers), an Unsaved Changes window will open. *If you want to save the changes you made, select* ***Save****. If you want to leave the page without saving any changes (including students or team teachers), select* ***Don't Save****. To stay on the page, select* ***Cancel****.*

7. Select **Save** or **Continue** (the name of the button depends on the page you came from).
8. If you go to the Edit Class page, select **Save** on that page to ensure that the changes are saved for the class.

Adding or Removing Team Teachers for a Class

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

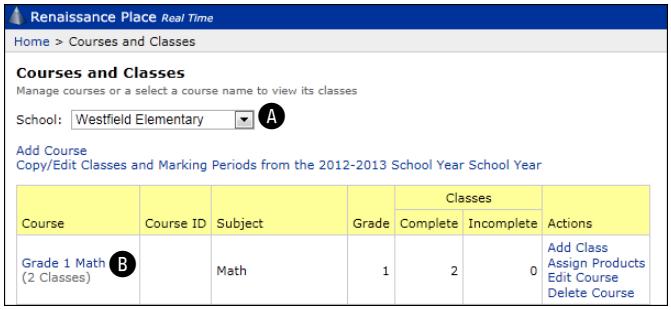
Learn more about capabilities on page 56.

Team teachers can be added to a class so that they can see the class information and work with the class in your Renaissance Place products. The primary teacher is the main teacher for the class, but team teachers can also work with the class, and if you choose a team teacher as the Lead teacher for a product, that teacher will be listed on reports for that product.

Follow these steps to add or remove team teachers for a class. You can only add team teachers for classes that have a primary teacher and products selected.

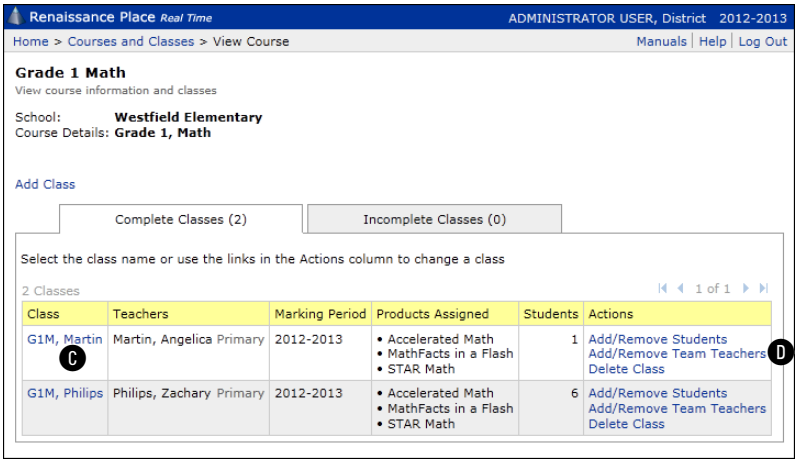
1. On the Home page, select **Courses and Classes**.
2. If you see a **School** drop-down list on the Courses and Classes page Ⓐ, choose the school you want to work with.

If you are a school administrator or school staff member *and you have access to more than one school, choose the Change Role option from the Home page to choose your School User role at the school you want to work with before following these steps (see page 6).*

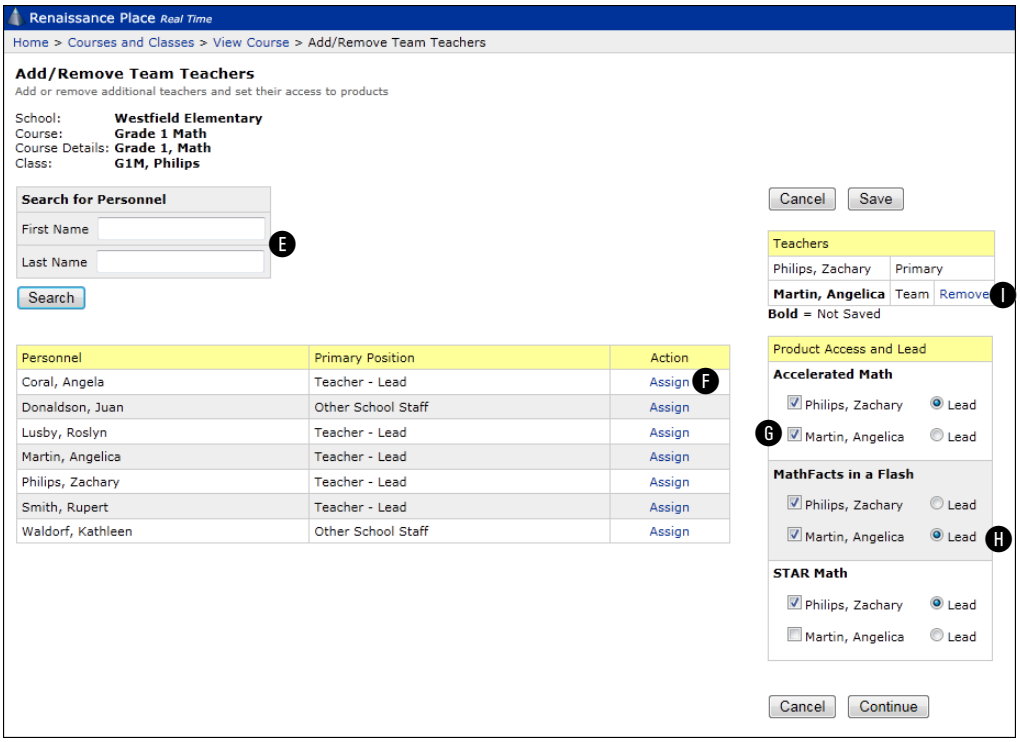


3. Select the name of the course that has the classes Ⓑ.

4. On the course page, find the class on one of the tabs (Complete Classes or Incomplete Classes). Note that you can only add team teachers for incomplete classes if they have a primary teacher and products selected.



5. Do one of the following:
   - Select the class name Ⓒ on one of the tabs to see the team teachers that have been added so far. Then, on the Edit Class page, select **Add/Remove** in the Team Teachers row.
   - In the row for the class, select **Add/Remove Team Teachers** Ⓓ.
6. On the Add/Remove Team Teachers page, if you need to add teachers, follow these steps:
   a. Enter the teacher's first and/or last name (Ⓔ on the next page). Then, select **Search**.
   b. In the search results, find the teacher that you want to add and select **Assign** Ⓕ. The teacher will be added to the Product Access and Lead table on the right.
   c. Check the teacher's name under each product that the teacher will be using with the class Ⓖ. If the team teacher is actually the lead teacher for a specific product, select the **Lead** option for that teacher Ⓗ. Note that only one teacher per class (primary or team) can be the lead teacher for a product. For each product, the lead teacher's name appears on reports for that product.
   d. Repeat these steps to add more team teachers.



7. If you need to remove team teachers, select **Remove** (I) next to the teacher in the Teachers table. (You *cannot* remove the primary teacher from a class. If you need to change the primary teacher, edit the class; see page 150.)
8. When you have finished, select **Save** or **Continue** (the name of the button depends on the page you came from). If you don't want to save your changes, select **Cancel** instead.
9. If you came from the Edit Class page, select **Save** on that page as well to ensure that your changes are saved.

After you add team teachers, they will be listed in the class information on the course page.

If you select Cancel on the Edit Class page, but you made changes to the class (including changes to the students or team teachers), an Unsaved Changes window will open. *If you want to save the changes you made, select* ***Save****. If you want to leave the page without saving any changes (including students or team teachers), select* ***Don't Save****. To stay on the page, select* ***Cancel****.*

Deleting Classes

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

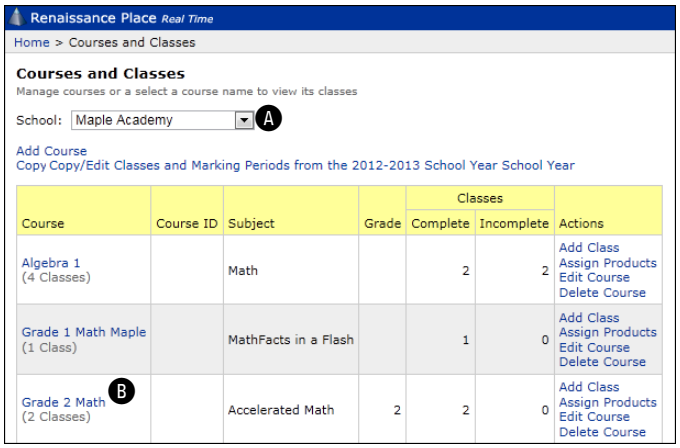
Learn more about capabilities on page 56.

By following these steps, you can delete classes.

Before you do this, check the school year you're working in. This information appears behind your name in the upper-right corner of any page in the program. This is important because classes may be different for each school year. If you aren't working in the correct school year, see page 47 for instructions on how to change years.

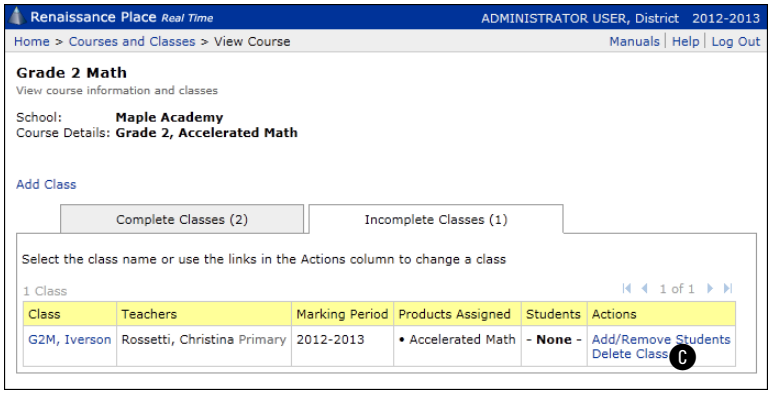
Follow these steps to inactivate or permanently delete a class:

1. On the Home page, select **Courses and Classes**.
2. If you see a **School** drop-down list on the Courses and Classes page Ⓐ, choose the school you want to work with.

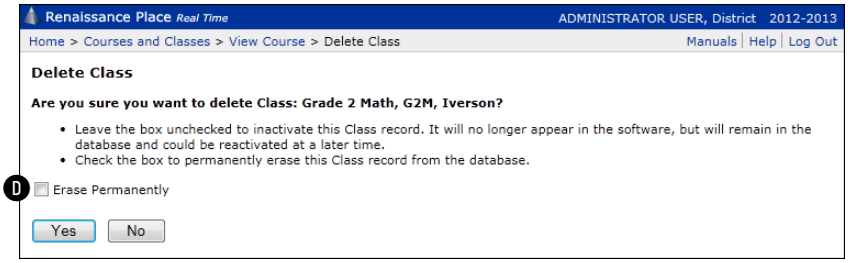


If you are a school administrator or school staff member *and you have access to more than one school, choose the Change Role option from the Home page to choose your School User role at the school you want to work with. This is the school that you can delete classes for.*

3. Select the name of the course that has the classes Ⓑ.
4. Select **Delete Class** in the row for the class you want to delete Ⓒ.



5. If you want to delete the class permanently, check the **Erase Permanently** box Ⓓ. If you do not check the box, the class will be inactivated, but it will not be permanently deleted. (The program will not allow you to permanently delete classes that have assigned teachers or enrolled students.)


Renaissance Place Real Time
ADMINISTRATOR USER, District 2012-2013
Home > Courses and Classes > View Course > Delete Class
Manuals | Help | Log Out
Delete Class
Are you sure you want to delete Class: Grade 2 Math, G2M, Iverson?
Leave the box unchecked to inactivate this Class record. It will no longer appear in the software, but will remain in the database and could be reactivated at a later time.
Check the box to permanently erase this Class record from the database.
D
Erase Permanently
Yes
No

You can restore inactivated classes. *See* "Reactivating Classes" *below.*

6. Select **Yes** to finish deleting or inactivating the course.
7. The program will tell you whether the class has been inactivated or deleted. Select **Continue**.

Reactivating Classes

Who Can Do This?
- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☑ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

To restore a class that has been inactivated, follow these steps:

1. Add a class to this course with exactly the same name as the one that was inactivated. When you try to save the new class, the Duplicate Class Found page will open because the new class name matches the name of the inactive class.
2. Select **Activate** to restore the old class.
3. You will be asked if you want to activate just the class or the class and all its associated records. Select **Only** to activate only the class, or select **All Records** to activate the class and all of its records.
4. The program will tell you if the class has been successfully activated. Select **Continue**.

Consolidating Data

Consolidation is only necessary *for Renaissance Place Consolidated Reports, not product-specific reports such as Accelerated Reader's Diagnostic Report, STAR Reading's Test Record Report, etc.*

Data must be consolidated to ensure your Consolidated reports include the most up-to-date information. The procedures in this section tell you how to consolidate data on demand or set up a consolidation schedule. This section also tells you how to view information about past consolidations.

You should only consolidate data when your Renaissance Place server is not being used because the consolidation process can take some time, and you cannot print reports while data consolidation is running.

Note: Data consolidation cannot take place until a reporting period is added; see "Adding Reporting Periods for Consolidated Reports" on page 20

Consolidating Data on Demand

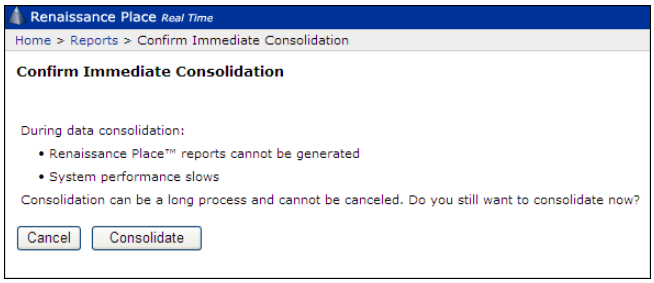
Who Can Do This?

- ☑ District Administrators
- ☐ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

By following these steps, district administrators can consolidate the data from the Renaissance Place products that are registered on the server. Your data consolidation status appears on the Renaissance Place Home page.

1. On the Home page, under Dashboards and Reporting, select **Consolidated Reports**.
2. Select **Consolidate Now** on the left side of the Consolidated Reports page.
3. Select **Consolidate** to confirm consolidation.


Renaissance Place Real Time
Home > Reports > Confirm Immediate Consolidation
Confirm Immediate Consolidation
During data consolidation:
• Renaissance Place™ reports cannot be generated
• System performance slows
Consolidation can be a long process and cannot be canceled. Do you still want to consolidate now?
Cancel
Consolidate

4. The consolidation may take some time to complete. A message appears stating that data consolidation is in progress. The Consolidated Reports page and the Home page will tell you that consolidation is in progress until the process is complete.

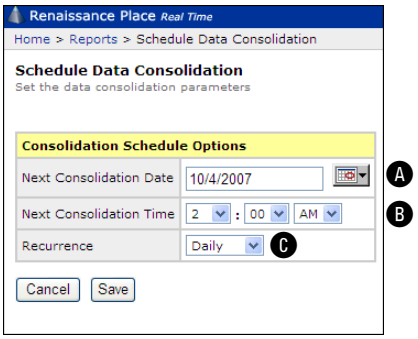
If you prefer, you can set up a consolidation schedule *so that data is automatically consolidated on the date(s) and at the time you choose. See* "Setting Up a Consolidation Schedule" on page 160

Setting Up a Consolidation Schedule

Who Can Do This?
☑ District Administrators
☐ District Staff
☐ School Administrators
☐ School Staff
☐ Teachers
Learn more about capabilities on page 56.

By following these steps, district administrators can set up a consolidation schedule so that the software will automatically consolidate data on the date(s) and time you choose. Consolidation gathers data from all Renaissance Place products that are registered on the server. This data is then used for the Renaissance Place reports until the next consolidation.

1. On the Home page, under Dashboards and Reporting, select **Consolidated Reports**.
2. Select **Schedule Consolidation** on the left side of the Consolidated Reports page.
3. Enter the date when you want the next consolidation to occur Ⓐ, or select the calendar button and select a date in the calendar that opens up.



4. Use the drop-down lists to choose the time of day for the next consolidation Ⓑ.
5. Use the **Recurrence** drop-down list to choose whether consolidation should be repeated **Daily, Weekly, Monthly,** or **None** Ⓒ.
6. Select **Save**.

Viewing the Consolidation Log

Who Can Do This?
☑ District Administrators
☐ District Staff
☐ School Administrators
☐ School Staff
☐ Teachers
Learn more about capabilities on page 56.

Follow these steps to view a log of previous data consolidations.

Consolidation gathers data from all Renaissance Place products that are on the server and registered by the district or at least one school. This data is used on Consolidated reports (see page 180) until the next consolidation.

The log can show you when the consolidation was done, which products were consolidated, and whether the software encountered any errors.

1. On the Home page, under Dashboards and Reporting, select **Consolidated Reports**.
2. Select **View Logs** on the left side of the Consolidated Reports page.

3. The View Log page will list each consolidation. The page includes these symbols:

Symbol	Status	Action
(Green)	Normal consolidation in progress	None required.
(Yellow)	Consolidation problem—consolidation continues	Select **View Summary** or **View Details** to learn more. Contact Renaissance Learning technical support if necessary.
(Red)	Consolidation failure—consolidation continues	Select **View Summary** or **View Details** to learn more. Contact Renaissance Learning technical support.
(Blue)	Normal consolidation is complete	None required.
(Yellow)	Consolidation is complete, but with possible problems	Select **View Summary** or **View Details** to learn more. Contact Renaissance Learning technical support if necessary.
(Red)	Consolidation failure	Select **View Summary** or **View Details** to learn more. Contact Renaissance Learning technical support.

To see more information about a specific consolidation, select **View Summary** in the row for that consolidation.

The page titled Select Consolidation Details for a Specific Product shows you the status of consolidation for each product. If you would like more information for a product, select **View Details** to go to the View Product Details page.

If you can't determine the cause of a data consolidation problem in Renaissance Place, contact Renaissance Learning's Technical Support by email at support@renlearn.com.

Reconsolidation

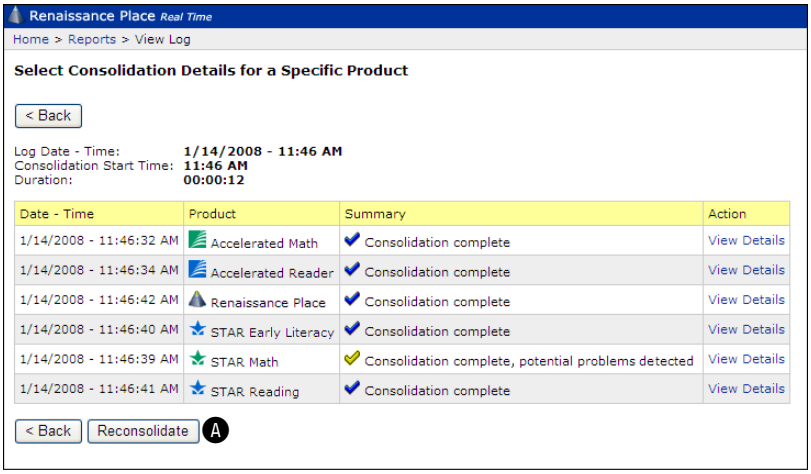
Who Can Do This?

- ☑ District Administrators
- ☐ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

If the most recent scheduled consolidation (or on-demand consolidation) fails for one or more applications, you can try to reconsolidate the data.

1. On the Home page, under Dashboards and Reporting, select **Consolidated Reports**.
2. select **View Logs** on the left side of the Consolidated Reports page.
3. select **View Summary** at the end of the row for a product where consolidation has failed.
4. On the Select Consolidation Details for a Specific Product page, select **Reconsolidate** Ⓐ at the bottom of the page.


Renaissance Place Real Time
Home > Reports > View Log
Select Consolidation Details for a Specific Product
< Back
Log Date - Time: 1/14/2008 - 11:46 AM
Consolidation Start Time: 11:46 AM
Duration: 00:00:12
Date - Time | Product | Summary | Action
1/14/2008 - 11:46:32 AM | Accelerated Math | Consolidation complete | View Details
1/14/2008 - 11:46:34 AM | Accelerated Reader | Consolidation complete | View Details
1/14/2008 - 11:46:42 AM | Renaissance Place | Consolidation complete | View Details
1/14/2008 - 11:46:40 AM | STAR Early Literacy | Consolidation complete | View Details
1/14/2008 - 11:46:39 AM | STAR Math | Consolidation complete, potential problems detected | View Details
1/14/2008 - 11:46:41 AM | STAR Reading | Consolidation complete | View Details
< Back
Reconsolidate
A

5. A consolidation will begin to run on the products where it has failed previously. Keep the following in mind:
   - While the data is reconsolidating, you should not attempt to begin another consolidation.
   - You will not be able to view or print any Renaissance Place reports until the reconsolidation is complete (just as with a regular consolidation).
   - If the start time of a scheduled consolidation time comes up during an active reconsolidation, the scheduled consolidation will be delayed until after the reconsolidation is done.

Managing Consolidated Reports

About Consolidated Renaissance Place Reports

Renaissance Place software allows you to print reports that include data from more than one Renaissance Place product. District and school administrators and teachers have access to all Consolidated reports.

The reports are not available until the following has happened:

- You have added reporting periods as described in the next section.
- Consolidation has taken place, either on demand or according to the schedule you set. (See "Consolidating Data" on page 159.)

For a description of Renaissance Place reports, see "Report Descriptions" on page 169. To print the reports, see page 180.

Adding More Reporting Periods

To add additional reporting periods, see "Adding Reporting Periods for Consolidated Reports" on page 20.

Editing Reporting Periods

Who Can Do This?

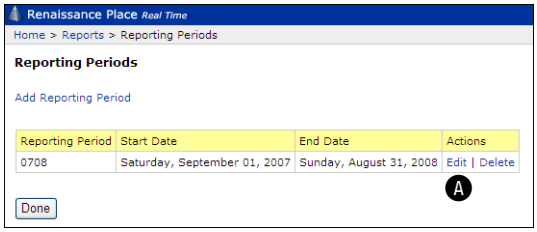
- ☑ District Administrators
- ☐ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

***Changes to reporting periods** will not be available for Consolidated reports until after the next consolidation.*

Reporting periods are used for Consolidated reports. You select the reporting periods to include when you print one of these reports. Each reporting period is available to every teacher, staff member, and administrator that uses the Renaissance Place software on this server. Follow these steps when you want to change a reporting period:

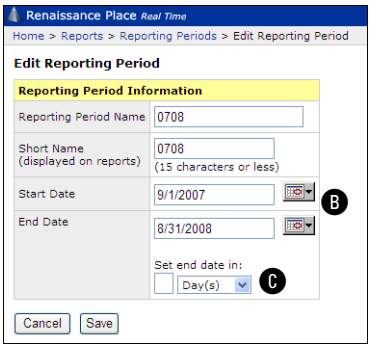
1. On the Home page, under Dashboards and Reporting, select **Consolidated Reports**.
2. Select **View Reporting Periods** on the left side of the Consolidated Reports page.
3. On the Reporting Periods page, select **Edit** Ⓐ in the row for the reporting period you want to change.



4. On the Edit Reporting Period page, make your changes to the reporting period.

To change the dates Ⓑ, you can either type a new date in the blank fields or select the calendar buttons next to each field and select a new date in the calendar that opens up.

You can also calculate a new end date based on a number entered and the selection of days, weeks, or months. Type the number of days, weeks, or months after the start date that the reporting period should end Ⓒ; then use the drop-down list to designate whether the number refers to Day(s), Week(s), or Month(s).



5. Select **Save** to save your changes.

   Your changed reporting periods will be available for reports the next time data is consolidated. (To find out when this will happen, select **Home**, and under Dashboards and Reporting, check the Data Consolidation Status.)

Deleting Reporting Periods

Who Can Do This?

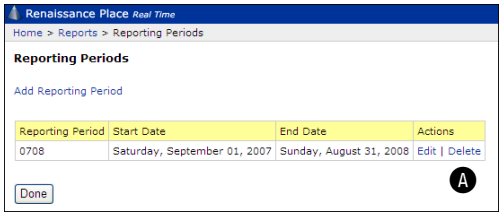
- ☑ District Administrators
- ☐ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

Follow these steps to delete reporting periods so that they can no longer be used for Consolidated reports.

Deleting reporting periods that you are not using (such as those from previous school years) can help reduce consolidation time because data is consolidated for each reporting period that you have added.

1. On the Home page, under Dashboards and Reporting, select **Consolidated Reports**.
2. Select **View Reporting Periods** on the Consolidated Reports page.
3. Select **Delete** in the row for each reporting period you want to delete Ⓐ.



4. Select **OK** to confirm that you want to delete the reporting period.
5. Select **Done** to close the page. The reporting periods that you deleted will be unavailable after the next data consolidation. (To find out when this will happen, select **Home**, and under Dashboards and Reporting, check the Data Consolidation Status.)

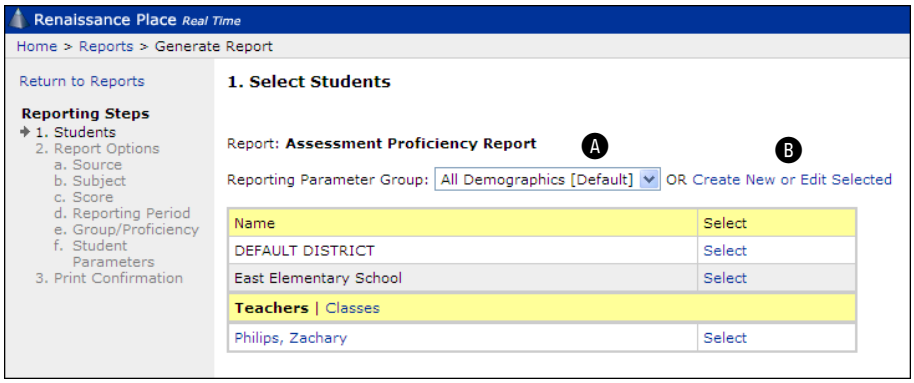
***Deleted reporting periods** will still be available for Consolidated reports until after the next consolidation.*

Reporting Parameter Groups

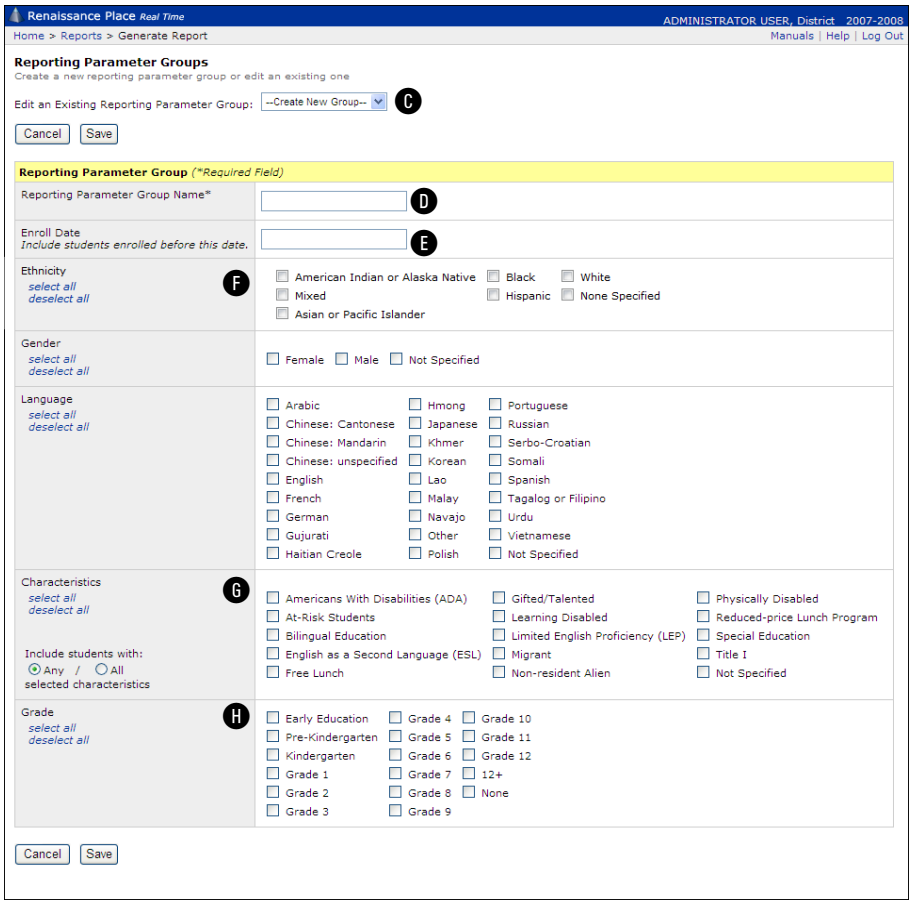
When you print Consolidated reports, you can choose or create reporting parameter groups as you select students.

Reporting parameter groups allow you to focus reports on students who were enrolled in the school before a certain date and students with specific ethnicities, genders, languages, characteristics, and/or grades.

On the Select Students page, you can choose to use a reporting parameter group by selecting the **Reporting Parameter Group** drop-down list Ⓐ, or you can create a new one by selecting **Create New or Edit Selected** Ⓑ.



On the Reporting Parameter groups page, you choose the criteria for the group of students you want to include in the report (as described on the next page). Then, select **Save** to save the new group.



C To change or delete a reporting parameter group that already exists, choose it from the **Edit an Existing Reporting Parameter Group** drop-down list. (The **Delete** button will appear after you choose a group.)

D Enter a name for the group in the appropriate blank field.

E Enter an **Enroll Date** if you want to limit the report to students who were enrolled in the school before that date.

F To select ethnicities, genders, or languages to include in the reports, check the box next to each group that you want to include. This information can be specified for each student as you add the student to the database (see page 24).

G To select the students to include based on their characteristics, check the box next to each one that you want to include. Then, select one of the options to the left to decide if you want to include students with *any* of the checked characteristics or those with *all* of the checked characteristics. (This is only helpful if you have assigned characteristics to students; see page 104.)

H To select students in specific grades, check the box next to each grade you want to include. You can assign each student's grade as you add the student to the database.

Blocking Reports Based on Characteristics or Ethnicity

Teachers and administrators can create a reporting parameter group based on characteristics or ethnicities and use that group to decide which students will be included on their Renaissance Place reports.

If you prefer not to allow personnel to include students based on these criteria, you can remove these two capabilities: Filter Reports by Characteristics and Filter Reports by Ethnicity. Personnel who don't have these capabilities can't select characteristics or ethnicities when they create reporting parameter groups. Also, when they print reports, characteristics and ethnicities will be omitted.

- To change capabilities for future users who haven't yet been added to the database, see page 59.
- To change capabilities for existing users who are already in the database, see page 61.
- To change capabilities for individual users, see page 78.

Including External Sources of Data in Consolidated Reports

If Renaissance Learning has imported external sources of data (such as data from standardized tests) for you, that data can be included in Consolidated reports.

External sources can be included in the Customizable Progress Report, the Customizable Ranking Report, and the Customizable Status Report.

Report Descriptions

Reports show you scores from Renaissance Place products for your entire district or school, or for a specific teacher, class, or student. The table below describes each Consolidated report.

Report Name	Options Available When You Print the Report	Description
Assessment Proficiency Report	▸ Select the district, a school, teacher, or class ▸ Choose STAR Reading or STAR Math[a] ▸ Select a subject (preselected based on the product you chose) ▸ Select score category ▸ Select a reporting period ▸ Select grouping and sorting options and the proficiency value ▸ Change/add student parameters for ethnicity and/or characteristics to include in subgroup ▸ Select mean or median scores ▸ Choose whether to print the options you have chosen on the report (this option is checked by default)	The Assessment Proficiency Report shows student achievement in one subject based on a proficiency level that you set. Students are grouped as Proficient or Above or Below Proficient. Administrators can use this report to identify struggling students and gauge performance on upcoming state tests. To find out how to print this report, see page 181.
Customizable Progress Report	▸ Select the district, a school, teacher, or class ▸ Select up to two products[a] or external sources to include ▸ Select up to two subjects ▸ Select up to two score categories (some products have multiple scores to choose from) ▸ Select two reporting periods for each score category ▸ Select how to group data and how to list data in groups (the options available depend on your position) ▸ Choose to show results as means or medians ▸ Choose whether to print the options you have chosen on the report (this option is checked by default)	The Customizable Progress Report compares student achievement in one or two products or sources. For each product or source, you choose two reporting periods and a score type to compare. **Note:** When displaying data by grade, if the reporting periods are not all from the same school year, students will be included in their current grade as of the most recent reporting period displayed. To find out how to print this report, see page 186.

Report Name	Options Available When You Print the Report	Description
Customizable Ranking Report	▸ Select the district, a school, teacher, or class ▸ Select up to three products[a] or external sources ▸ Select up to three subjects ▸ Select up to three score categories (some products or sources have multiple scores to choose from) ▸ Select up to three reporting periods ▸ Select the column order (by source) ▸ Select how to group data and how to list data in groups (the options available depend on your position) ▸ Choose how to sort data ▸ Choose whether to show scores above or below or between certain criteria ▸ Choose to show results as means or medians; means and medians will not be displayed for STAR Early Literacy—Literacy Skills Classification ▸ Choose whether to print the options you have chosen on the report (this option is checked by default)	The Customizable Ranking Report ranks student achievement from highest to lowest or lowest to highest for up to three products or external sources, subjects, score categories, and reporting periods. Report rows are automatically sorted by the rank order of the first data column. Rankings in subsequent columns that differ from the first column are indicated with an asterisk (*). To find out how to print this report, see page 190.
Customizable Status Report	▸ Select the district, a school, teacher, or class ▸ Select up to five products[a] or external sources ▸ Select up to five subjects ▸ Select up to five score categories (some products or sources have multiple scores to choose from) ▸ Select up to five reporting periods ▸ Select the column order (by source) ▸ Select how to group data and how to list data in groups (the options available depend on your position) ▸ Choose to show results as means or medians ▸ Choose whether to print the options you have chosen on the report (this option is checked by default)	The Customizable Status Report shows student achievement for up to five products or external sources, subjects, score categories, and reporting periods. To find out how to print this report, see page 195.
Implementation Progress Report (Math or Reading)	▸ Select the district or a school, teacher, or class ▸ Select one subject (math or reading) ▸ Select up to seven reporting periods ▸ Select how to group data and how to list data in groups (the options available depend on your position)	The Implementation Progress Report compares students' achievement in Accelerated Math or Accelerated Reader for up to seven reporting periods. Administrators use this report to see how well Accelerated Math is helping students grow in math skills or how well Accelerated Reader is helping students grow in reading skills. To find out how to print this report, see page 200.

Report Name	Options Available When You Print the Report	Description
Implementation Status Report	▸ Select the district or a school, teacher, or class ▸ Select one subject (math or reading) ▸ Select one reporting period ▸ Select how to group data and how to list data in groups (the options available depend on your position)	If you chose math as the subject, the Implementation Status Report shows results of students' comprehension of math objectives in Accelerated Math for one reporting period. If you chose reading as the subject, the report shows students' success in their Accelerated Reader reading practice for one reporting period. Administrators use this report to check math or reading performance in the district or schools and to see if classes are keeping pace with one another. They can also identify students who need intervention. To find out how to print this report, see page 203.
School-to-Home Report	▸ Select the school, teacher, or class ▸ Select products[a] to include ▸ Select one reporting period ▸ Choose whether to include comparisons to average scores of students in the same class and/or students in the same grade and school	The School-to-Home Report summarizes performance of a student in as many as seven Renaissance Place products, in comparison to the average of his or her class or grade in the school for a selected reporting period. To find out how to print this report, see page 206.
STAR State Performance Report—District	▸ Select the district or a school (selecting the district will set the reporting level to "district"; selecting a school will set the reporting level to "school") ▸ Select one product (STAR Math or STAR Reading) ▸ Select how to group data and how to list data in groups ▸ Choose whether to print the options you have chosen on the report (this option is checked by default)	The State Performance Report—District gives district and school administrators the ability to use STAR Reading and/or STAR Math as interim tests to determine the student performance outlook on state tests. This report is only available to Enterprise customers in states where linking has been completed and to customers in states participating in the Council of Chief State School Officers (CCSSO)/Renaissance Learning R&D consortium project. To find out how to print this report, see page 210.

Report Name	Options Available When You Print the Report	Description
STAR Summary Report	▸ Select the district or a school, teacher, or class ▸ Select one product (STAR Early Literacy, STAR Math,[a] or STAR Reading) ▸ Select one reporting period ▸ Select how to group data and how to list data in groups (the options available depend on your position) ▸ Sort first column by name or rank (highest to lowest or lowest to highest) ▸ For STAR Reading and STAR Math only, include students by percentile rank ▸ For STAR Early Literacy only, suppress or include levels of Literacy Skills Classification ▸ Show results as means or medians; means and medians will not be displayed for STAR Early Literacy—Literacy Skills Classification	The STAR Summary Report summarizes student results on STAR Math, STAR Reading, or STAR Early Literacy assessments for one reporting period. The STAR Summary Report is similar to the Summary Report in STAR Reading, STAR Math and STAR Early Literacy, but it includes district-level reporting. This report summarizes test results and displays the number of students. For STAR Early Literacy, it also includes students' Literacy Skills Classification. Depending upon the group selected, it can include each student's name, grade placement, class, teacher, rank, scores for a STAR product, and a summary of the scores. To find out how to print this report, see page 212.

a. Although kindergarteners can take STAR Math tests, data for kindergarteners has not been norm-referenced. Therefore, on this report, no values will be shown for Percentile Rank (PR), Percentile Rank Range, and/or Normal Curve Equivalents (NCE) for kindergarteners.

Which Report Should I Use?

The following table can help you find the report that has the information you need. The actual information that you see on Consolidated Reports depends on the products, scores, and groups you select as well as the products that you have available.

Information	Reports That Include It
Accelerated Math	
Engaged Time per day	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ Implementation Progress Report ▸ Implementation Status Report ▸ School-to-Home Report
Median objectives mastered	▸ Implementation Status Report
Objective level, average	▸ Implementation Status Report ▸ School-to-Home Report
Objectives mastered per week	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ Implementation Progress Report ▸ Implementation Status Report
Objectives mastered average	▸ School-to-Home Report
Percent above 85% - tests	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ Implementation Progress Report
Percent correct test	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ School-to-Home Report
Practice average percent correct	▸ Implementation Status Report
Practice percent of students at or above 75% average percent correct	▸ Implementation Status Report
Progress from one reporting period to another	▸ Customizable Progress Report
Ranks	▸ Customizable Ranking Report
Test average percent correct	▸ Implementation Status Report
Test percent of students at or above 75% average percent correct	▸ Implementation Status Report

Information	Reports That Include It
Accelerated Reader	
ATOS Book Level (expected range and average actual)	▸ Implementation Status Report ▸ School-to-Home Report *(individual students, average ATOS book level only)*
Average percent correct	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ Implementation Progress Report ▸ Implementation Status Report ▸ School-to-Home Report *(individual students only)*
Engaged Time per day	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ Implementation Progress Report ▸ Implementation Status Report ▸ School-to-Home Report *(individual students only)*
Fiction, percent of reading	▸ Implementation Status Report
Independent reading, percent	▸ Implementation Status Report
Percent above 85%	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ Implementation Progress Report ▸ Implementation Status Report
Percent below 85%	▸ Implementation Status Report
Percent correct, average	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ Implementation Progress Report ▸ Implementation Status Report
Percent fiction	▸ Implementation Status Report
Percent independent reading	▸ Implementation Status Report
Points earned	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report
Points, median	▸ Implementation Status Report
Progress from one reporting period to another	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report
Ranks	▸ Customizable Ranking Report
Students at/above 85% (number)	▸ Implementation Status Report
Students below 85% (number)	▸ Implementation Status Report

Information	Reports That Include It
STAR Early Literacy	
Alphabetic Principle (AP)	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ STAR Summary Report
Concept of Word (CW)	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ STAR Summary Report
Early Numeracy (EN)	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ STAR Summary Report
Grade Placement (GP)	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ STAR Summary Report
Literacy sub-domain score distribution (number and percent of students with each score)	▸ STAR Summary Report
Literacy Skills Classification	▸ Customizable Ranking Report ▸ Customizable Status Report ▸ School-to-Home Report *(individual students)* ▸ STAR Summary Report *(includes number and percent in each classification)*
Mean or median scores	▸ Customizable Ranking Report ▸ Customizable Status Report ▸ STAR Summary Report
Paragraph-Level Comprehension (PC)	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ STAR Summary Report
Phonemic Awareness (PA)	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ STAR Summary Report
Phonics (PH)	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ STAR Summary Report
Progress from one reporting period to another	▸ Customizable Progress Report

Information	Reports That Include It
Ranks	▸ Customizable Ranking Reports ▸ STAR Summary Report
Scaled Score (SS)	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ School-to-Home Report *(individual students)* ▸ STAR Summary Report
Sentence-Level Comprehension (SC)	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ STAR Summary Report
Structural Analysis (SA)	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ STAR Summary Report
Visual Discrimination (VS)	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ STAR Summary Report
Vocabulary (VO)	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ STAR Summary Report
STAR Math	
At/above proficiency value (number and percent of students, total and by demographic group)	▸ Assessment Proficiency Report
Below proficiency value (number and percent of students, total and by demographic group)	▸ Assessment Proficiency Report
Demographic group performance	▸ Assessment Proficiency Report
Grade Equivalent (GE)	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ School-to-Home Report *(individual students)* ▸ STAR Summary Report *(includes distribution by number of students and percent)*
Grade Placement (GP)	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ STAR Summary Report

Information	Reports That Include It
Mean or median scores	▸ Assessment Proficiency Report ▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ STAR Summary Report
Normal Curve Equivalent	▸ Assessment Proficiency Report ▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ STAR Summary Report
Number of students tested and not tested	▸ Assessment Proficiency Report ▸ STAR State Performance Report–District
Participation in testing	▸ Assessment Proficiency Report *(total and by demographic group)* ▸ STAR State Performance Report–District
Percent of students tested and not tested	▸ Assessment Proficiency Report ▸ STAR State Performance Report–District
Percentile Rank	▸ Assessment Proficiency Report ▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ School-to-Home Report *(individual students)* ▸ STAR Summary Report *(includes distribution by number and percent of students)*
Proficiency	▸ Assessment Proficiency Report ▸ STAR State Performance Report–District *(less than proficient and proficient, including those who have and have not met the standard and recommended performance)*
Progress from one reporting period to another	▸ Customizable Progress Report
Ranks	▸ Customizable Ranking Report ▸ STAR Summary Report
Scaled Score	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ STAR Summary Report
State test performance outlook	▸ STAR State Performance Report–District
STAR Reading	
At/above proficiency value (number and percent of students, total and by demographic group)	▸ Assessment Proficiency Report

Information	Reports That Include It
Below proficiency value (number and percent of students, total and by demographic group)	▸ Assessment Proficiency Report
Demographic group performance	▸ Assessment Proficiency Report
Grade Equivalent (GE)	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ Implementation Status Report ▸ School-to-Home Report *(individual students)* ▸ STAR Summary Report *(includes distribution by number and percent of students)*
Grade Placement (GP)	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ STAR Summary Report
Instructional Reading Level (IRL)	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ STAR Summary Report *(includes distribution by number and percent of students)*
Mean or median scores	▸ Assessment Proficiency Report ▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ STAR Summary Report
Normal Curve Equivalent (NCE)	▸ Assessment Proficiency Report ▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ STAR Summary Report
Number of students tested and not tested	▸ Assessment Proficiency Report ▸ STAR State Performance Report–District
Participation in testing	▸ Assessment Proficiency Report *(total and by demographic group)* ▸ STAR State Performance Report–District
Percent of students tested and not tested	▸ Assessment Proficiency Report ▸ STAR State Performance Report–District
Percentile Rank (PR)	▸ Assessment Proficiency Report ▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ School-to-Home Report *(individual students)* ▸ STAR Summary Report *(includes distribution by number and percent of students)*

Information	Reports That Include It
Proficiency	▸ Assessment Proficiency Report ▸ STAR State Performance Report–District *(less than proficient and proficient, including those who have and have not met the standard and commended performance)*
Progress from one reporting period to another	▸ Customizable Progress Report
Ranks	▸ Customizable Ranking Report ▸ STAR Summary Report
Scaled Score	▸ Customizable Progress Report ▸ Customizable Ranking Report ▸ Customizable Status Report ▸ STAR Summary Report
State test performance outlook	▸ STAR State Performance Report–District

Printing Consolidated Reports

Who Can Do This?

☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 56.

Consolidated reports give you an overview of student and school performance in multiple Renaissance Place products (Accelerated Math, Accelerated Reader, STAR Early Literacy, STAR Math, or STAR Reading).

Data must be consolidated before you can print these reports. You can consolidate data on demand or set up a consolidation schedule; for more information, see page 159.

You will need a PDF reader installed to view and print the reports. If you don't have one installed, you can select **Get Adobe Reader** on the Consolidated Reports page to go to a website where you can download Adobe Reader.

Student data will always appear in reports in association with the school where they were enrolled when they worked in a product. For example, historical data from an elementary school will still be associated with the elementary school, even though the students have since advanced to a junior high school.

For detailed reports about student work in each product, *select the product name on the Home page, then select* ***Reports****. For example, to get detailed reports about students' math facts practice, select* ***MathFacts in a Flash****, then* ***Reports****.*

Follow the instructions for the report you want to print:

Report Name	See Page
Assessment Proficiency Report	181
Customizable Progress Report	186
Customizable Ranking Report	190
Customizable Status Report	195
Implementation Progress Report	200
Implementation Status Report	203
School-to-Home Report (for personnel)	206
School-to-Home Report (for parents)	208
STAR State Performance Report—District	210
STAR Summary Report	212

Assessment Proficiency Report

Who Can Do This?

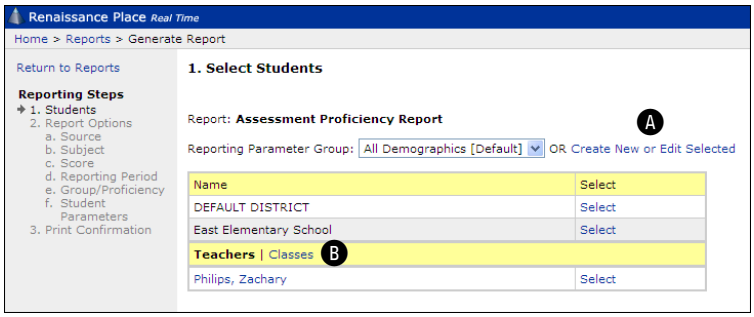
☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 56.

The Assessment Proficiency Report gives you a high-level view of how students in the district are doing in one subject and identifies specific subgroups of students needing attention. It is available for STAR Math or STAR Reading.

Follow these steps to choose the options for this report and print the report:

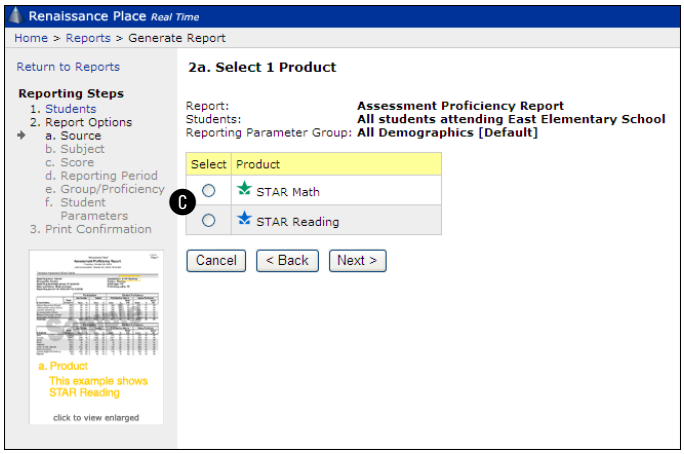
1. On the Home page, under Dashboards and Reporting, select **Consolidated Reports**.
2. Select **Assessment Proficiency** on the Consolidated Reports page.
3. Choose **Select** next to the district or the school, teacher, class, or student for whom you want to print the report.



Ⓐ If you want to limit the report to students with certain ethnicities, genders, primary languages, characteristics, or grades or students who were enrolled in the school before a certain date, use a reporting parameter group. You can choose one from the **Reporting Parameter Group** drop-down list or select **Create New or Edit Selected**. For more information, see "Reporting Parameter Groups" on page 166.

Ⓑ If you select the name of a school, you will see the teachers or classes for that school listed. You can select **Teachers** or **Classes** under the list to choose what to view. If you're viewing teachers, you can then select a teacher name to see that teacher's classes.

4. Select which product you want the report for Ⓒ. Then, select **Next >**. (The list includes STAR Math and STAR Reading if they are registered.)

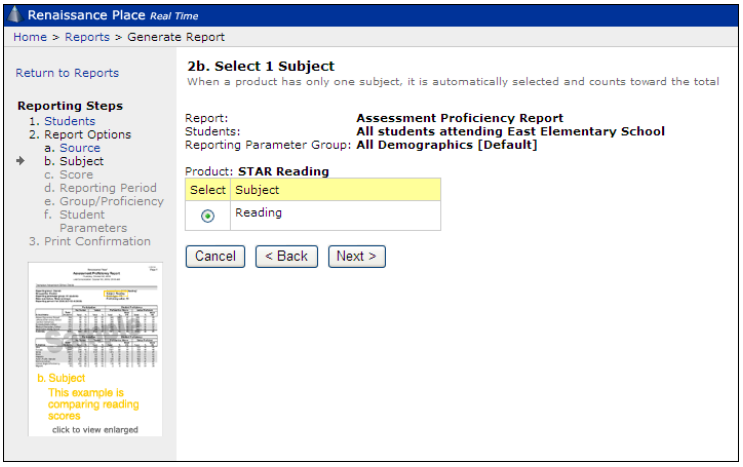


If the Assessment Proficiency Report is not available, *make sure you have either STAR Math or STAR Reading registered. This report is only for those products.*

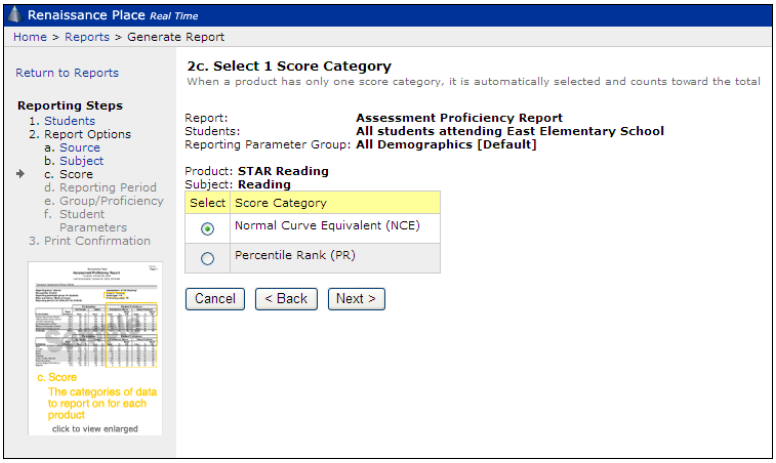
On this report, *no values will be shown for Percentile Rank (PR), Percentile Rank Range, and/or Normal Curve Equivalents (NCE) for kindergarteners who have taken a STAR Math test. (Data for kindergarteners has not been norm-referenced.)*

Sample Report. *On the left side of most pages in this wizard, you'll see a sample report. If you want to see a larger version of the sample, select the sample.*

5. Next, you will see that the program has selected the subject for the product you chose. Since the products only address one subject, the selection mark can't be removed. Select **Next >**.



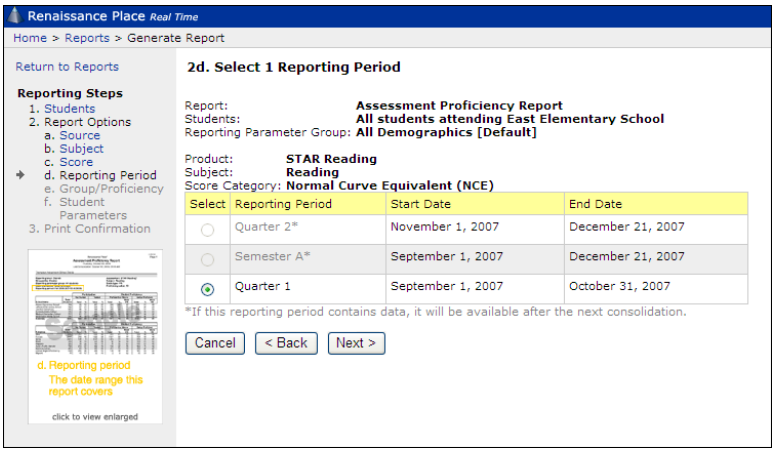
6. Choose the score you want to include in the report. Then, select **Next >**. (If you need definitions of the scores, you can go back to your Home page, and select **Resources** under the name of the product; then select **Definitions** for that product.)



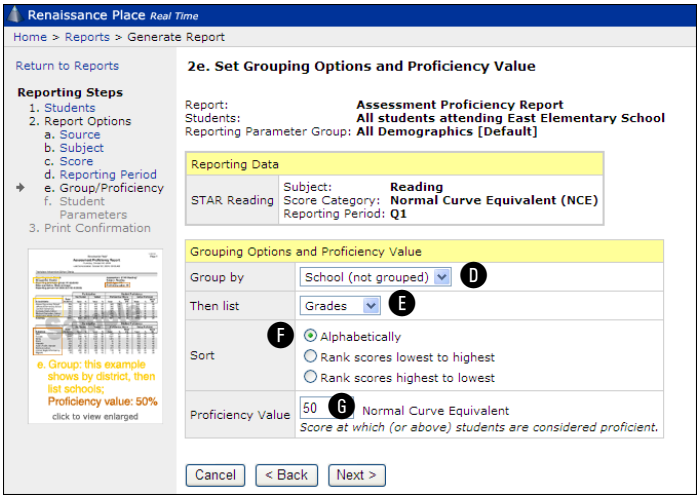
If you need to go back at any point, *you can select* ***< Back*** *or select one of the steps on the left side of the page.*

To change the reporting periods that are available, *see page 20 to find out how to add reporting periods, page 163 to learn how to edit reporting periods, or page 165 to find out how to delete reporting periods.*

7. Choose the reporting period you want to include in this report. Then, select **Next >**.



8. On the next page, use the **Group by** drop-down list Ⓓ to choose how you want the information on the report grouped. Use the **Then list** drop-down list Ⓔ To choose what to list in the groups.

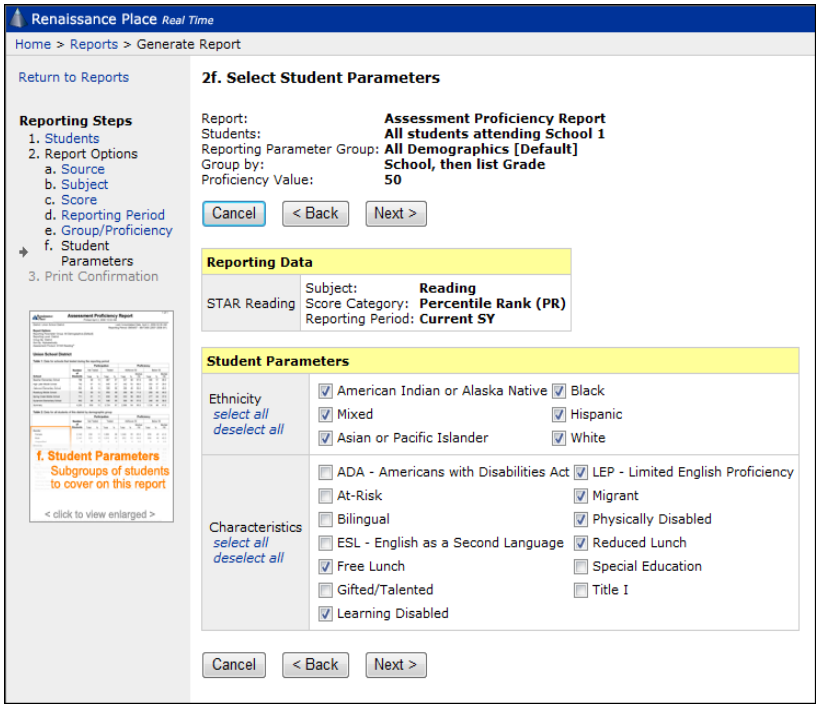


9. Choose a sorting option Ⓕ. You can sort the items in each group alphabetically or by ranking (from lowest to highest or highest to lowest).
10. In Proficiency Value Ⓖ, enter the score at which you want students to be considered proficient. Then, select **Next >**.

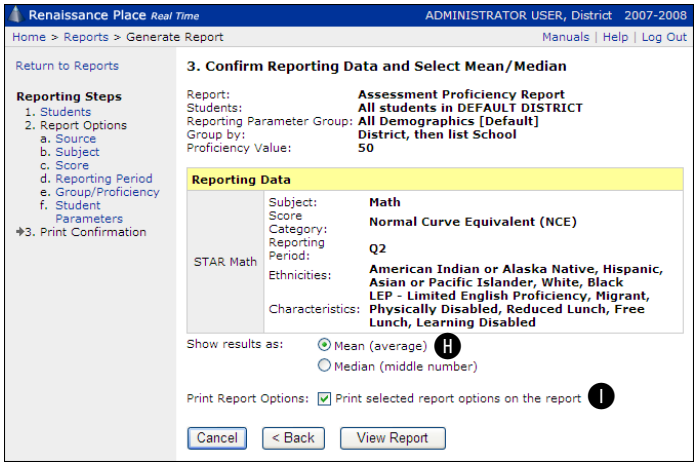
When are a student's ethnicity and characteristics specified? *You can choose a student's ethnicity when you add the student (see page 24); however, this information is optional, so it may not be specified. If you want to use characteristics, you must assign them separately; see page 104.*

11. On the next page, choose criteria for the students who make up your report subgroup. To do this, check the box next to each ethnicity and/or characteristic you want to include. You can also choose **Select All** or **Select None** for ethnicities or characteristics. When you have finished, select **Next >**.

Subgroups are shown below the group on the report. Note that if you are using a reporting parameter group, the main group is already limited by the criteria you have chosen there.



12. The next page will list the information you have chosen to include. Select one of the options below this information to choose whether to show the mean or median scores (H). If you want a list of all the options you have chosen for this report to be included *on* the report, check the **Print selected report options on the report** box (I).



13. Select **View Report** to see the report.

14. The report will open in a separate window. To print or save the report, select the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X or XI, the Adobe Reader buttons may be hidden until you move the mouse over the document or press **F8**.)

Customizable Progress Report

Who Can Do This?

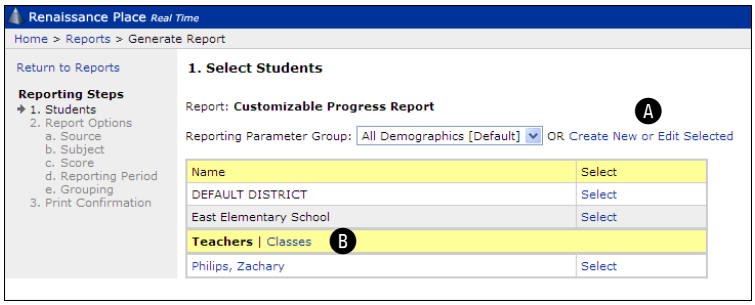
☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 56.

The Customizable Progress Report compares student achievement on one or two products over time; it shows you scores for a grade or school and the change in those scores over time.

Follow these steps to choose the options for this report and print the report:

1. On the Home page, under Dashboards and Reporting, select **Consolidated Reports**.
2. Select **Customizable Progress**.
3. Choose **Select** next to the district or the school, teacher, class, or student for whom you want to print the report.



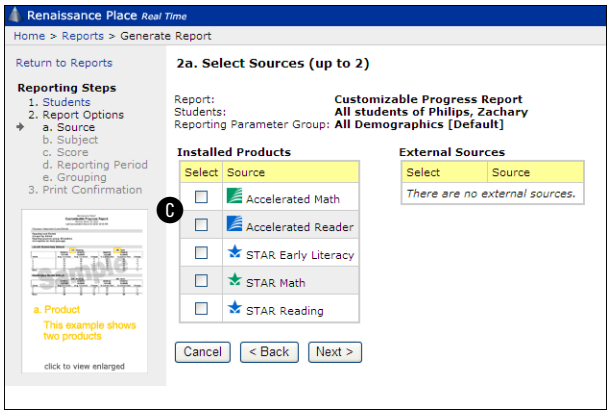
Ⓐ If you want to limit the report to students with certain ethnicities, genders, primary languages, characteristics, or grades or students who were enrolled in the school before a certain date, use a reporting parameter group. You can choose one from the **Reporting Parameter Group** drop-down list or select **Create New or Edit Selected**. For more information, see “Reporting Parameter Groups” on page 166.

Ⓑ If you select the name of a school, you will see the teachers or classes for that school listed. You can select **Teachers** or **Classes** under the list to choose what to view. If you’re viewing teachers, you can then select a teacher name to see that teacher’s classes.

If the Customizable Progress Report is not available, *it is probably because you had only one reporting period the last time data was consolidated. The report requires at least two reporting periods so it can compare results between the two.*

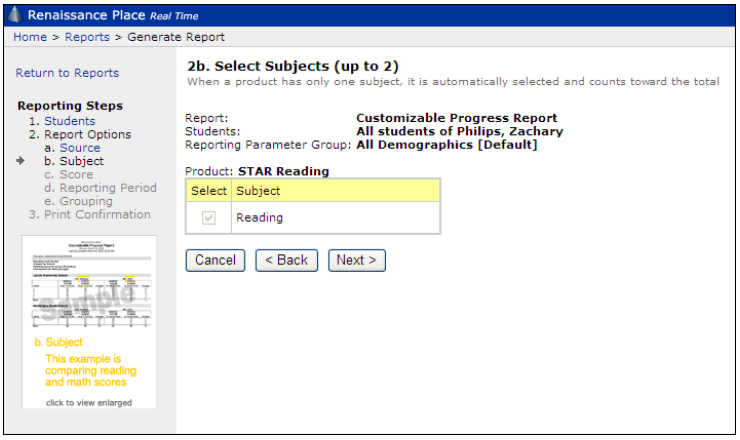
> ***On this report,*** *no values will be shown for Percentile Rank (PR), Percentile Rank Range, and/or Normal Curve Equivalents (NCE) for kindergarteners who have taken a STAR Math test. (Data for kindergarteners has not been norm-referenced.)*

4. Check the box next to the Renaissance Place products Ⓒ that you want to include in the report, as well as any external product or data sources (see page 168), which would be listed on the right side of the page. The list includes products that are available on your server. After choosing the products and/or sources, select **Next >**.



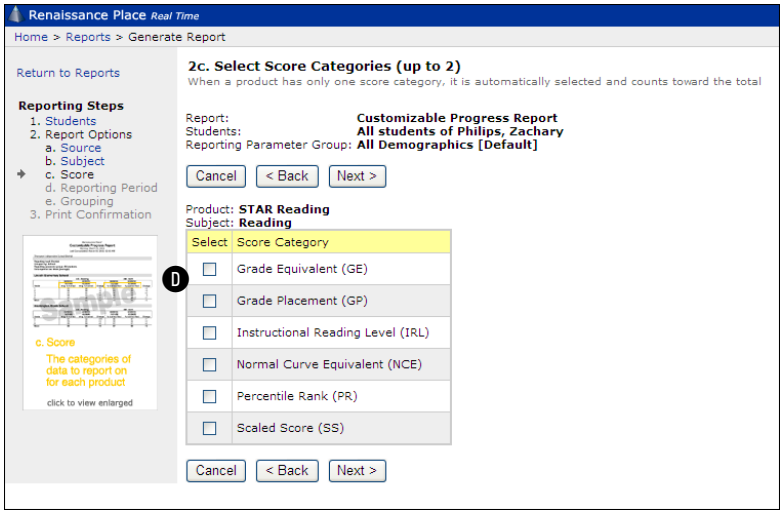
> ***At any point in this procedure, to go back,*** *either select* ***< Back*** *or select one of the steps on the left side of the page.*

5. Next, you will see that the program has checked the box next to the subject for each product you chose. Since the products only address one subject, the check mark can't be removed. Select **Next >**.



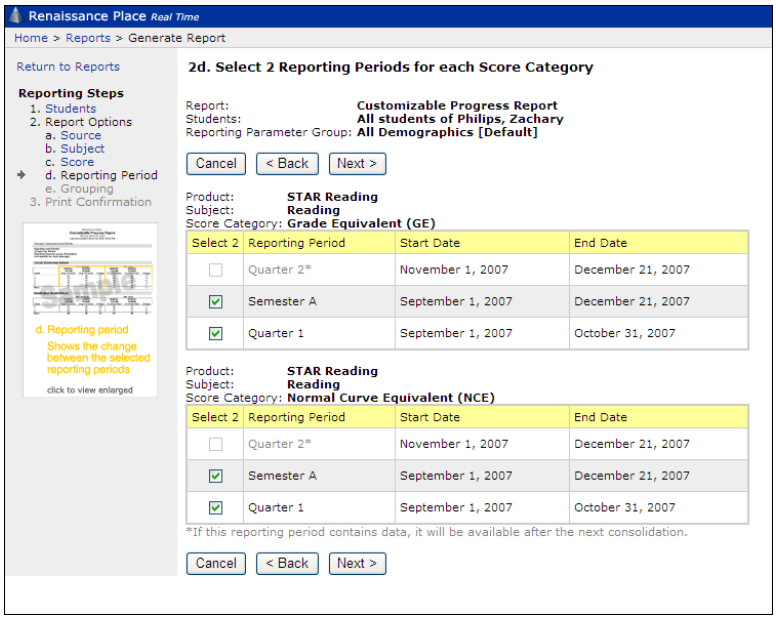
> ***Sample Report.*** *On the left side of most pages in this wizard, you will see a sample report. If you want to see a larger version of the sample, select the report.*

6. Select up to two score categories from the products in the report Ⓓ by checking the boxes. (Note that the limit of two is the total for all products you selected.) After choosing the scores, select **Next >**.



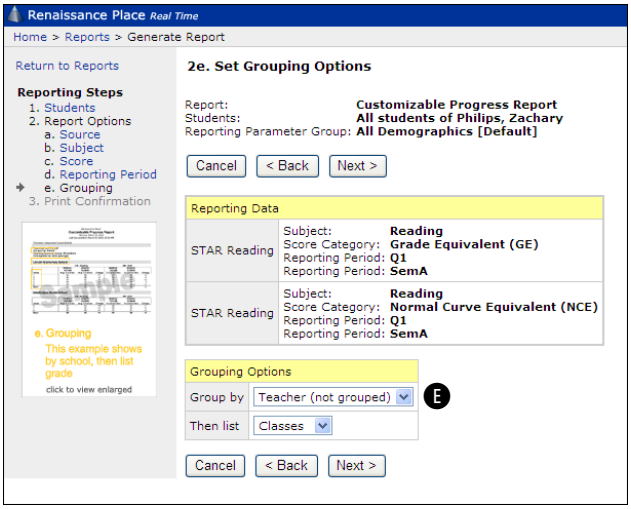
For definitions of the scores in the STAR products, *you can select the product name on the Home page, then select* ***Resources****, and then* ***Definitions****.*

7. Next, you must select two reporting periods for each score category. The report will show the students' progress from one reporting period to the other. Select **Next >** to continue.

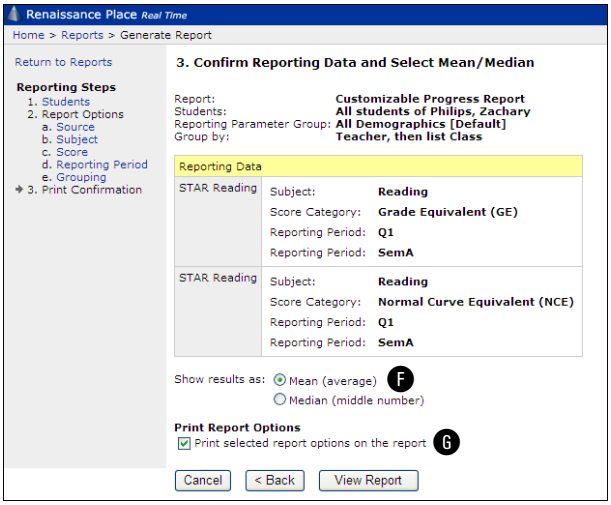


To change the reporting periods that are available, *see page 20 to find out how to add reporting periods, page 163 to learn how to edit reporting periods, or page 165 to find out how to delete reporting periods.*

8. On the next page, use the **Group by** drop-down list to choose how you want the information on the report grouped Ⓔ. Use the **Then list** drop-down list to choose what to list in the groups. Select **Next >** to continue.



9. The next page will list the information you have chosen to include on the report. Choose whether to include mean or median scores by selecting one of the options Ⓕ below the reporting data. If you want a list of all the options you have chosen for this report to be included *on* the report, check the **Print selected report options on the report** box Ⓖ.



10. Select **View Report** to see the report.
11. The Customizable Progress Report will open in a separate window. To print or save the report, select the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X or XI, the Adobe Reader buttons may be hidden until you move the mouse over the document or press **F8**.)

Customizable Ranking Report

Who Can Do This?

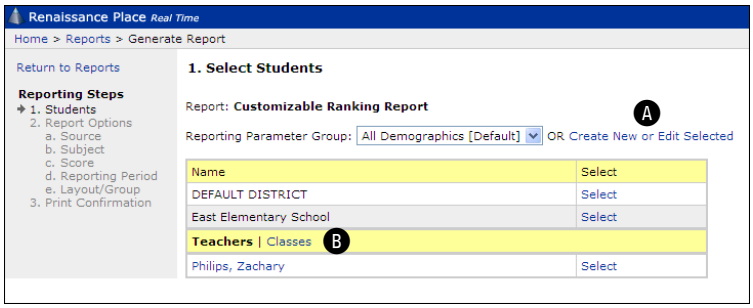
☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 56.

The Customizable Ranking Report shows how students in each group did in selected products or sources in the reporting periods you selected. It also ranks scores from highest to lowest or lowest to highest.

Follow these steps to choose the options for this report and print the report:

1. On the Home page, under Dashboards and Reporting, select **Consolidated Reports**.
2. Select **Customizable Ranking**.
3. Choose **Select** next to the district or the school, teacher, class, or student you want to print the report for.

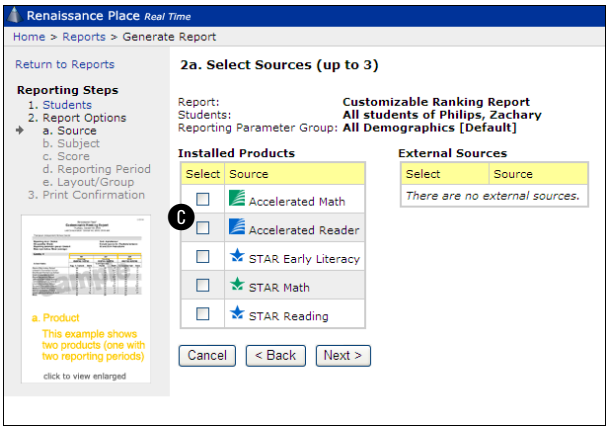


Ⓐ If you want to limit the report to students with certain ethnicities, genders, primary languages, characteristics, or grades or students who were enrolled in the school before a certain date, use a reporting parameter group. You can choose one from the **Reporting Parameter Group** drop-down list or select **Create New or Edit Selected**. For more information, see “Reporting Parameter Groups” on page 166.

Ⓑ If you select the name of a school, you will see the teachers or classes for that school listed. You can select **Classes** or **Teachers** under the list to choose what to view. If you’re viewing teachers, you can then select a teacher name to see that teacher’s classes.

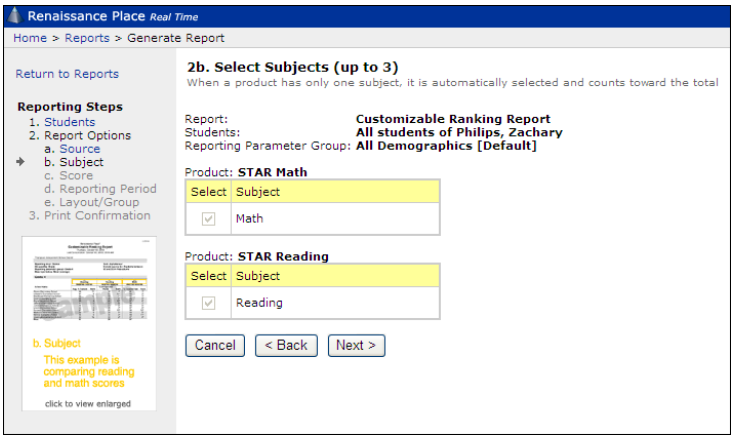
On this report, *no values will be shown for Percentile Rank (PR), Percentile Rank Range, and/or Normal Curve Equivalents (NCE) for kindergarteners who have taken a STAR Math test. (Data for kindergarteners has not been norm-referenced.)*

4. Check the box next to up to three Renaissance Place products Ⓒ that you want to include in the report, as well as any external product or data sources (see page 168), which would be listed on the right side of the page. The list includes products that are available on your server. After choosing the products and/or sources, select **Next >**.



> ***Sample Report.*** *On the left side of most pages in this wizard, you will see a sample report. If you want to see a larger version of the sample, select the report.*

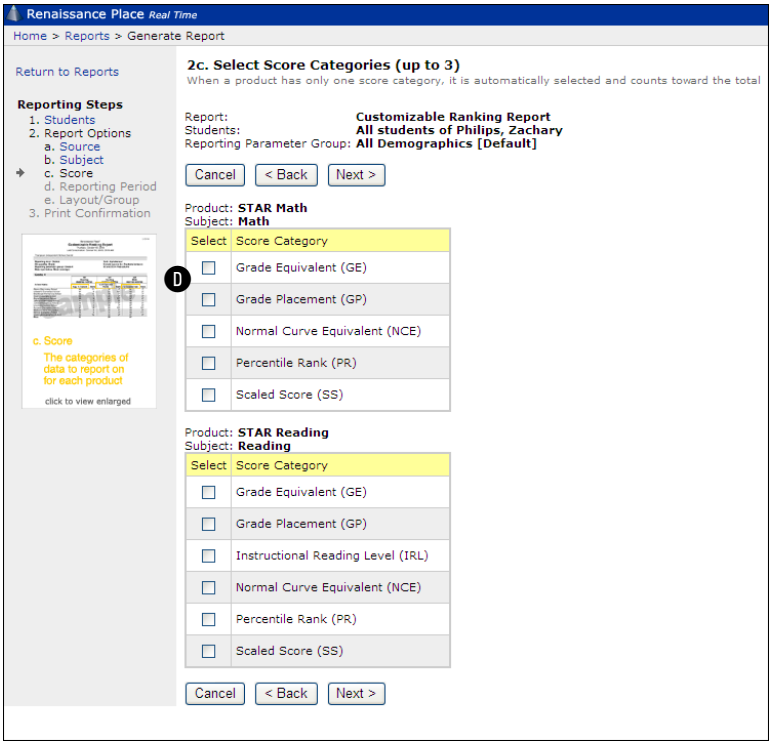
5. Next, you will see that the program has checked the box next to the subject for each product you chose. Since the products only address one subject, the check mark can't be removed. Select **Next >**.



> ***If you need to go back at any point during this procedure,*** *either select* ***< Back*** *or select one of the steps on the left side of the page.*

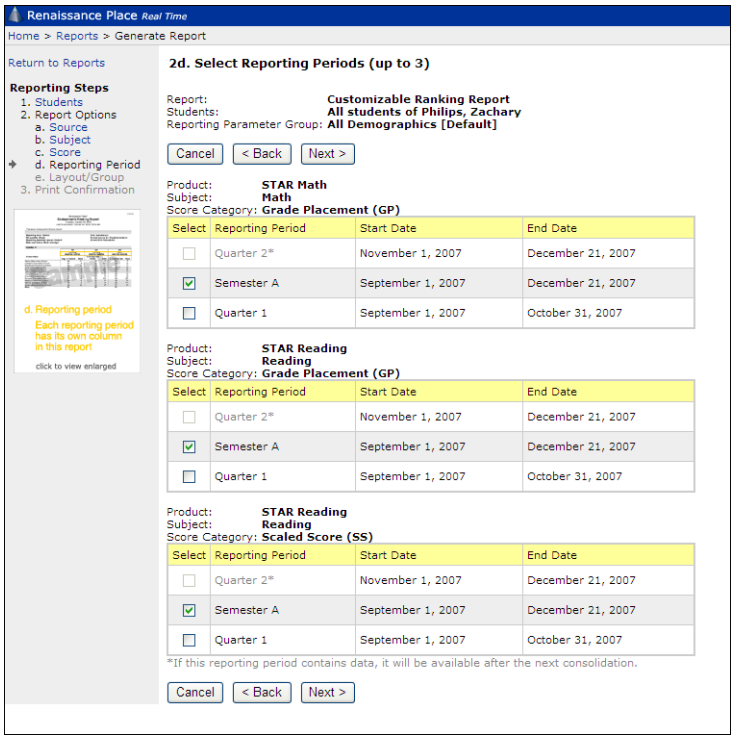
For definitions of the scores in the STAR products, *you can select the product name on the Home page, then select* ***Resources****, and then* ***Definitions****.*

6. Select up to three score categories from the products in the report Ⓓ by checking the boxes. (Note that the limit of three is the total for all products you selected.) After choosing the scores, select **Next >**.

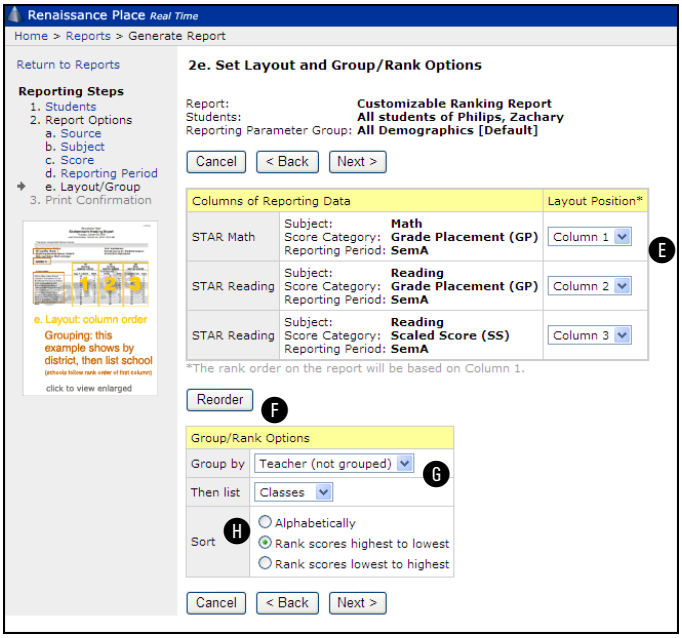


To change the reporting periods that are available, *see page 20 to find out how to add reporting periods, page 163 to learn how to edit reporting periods, or page 165 to find out how to delete reporting periods.*

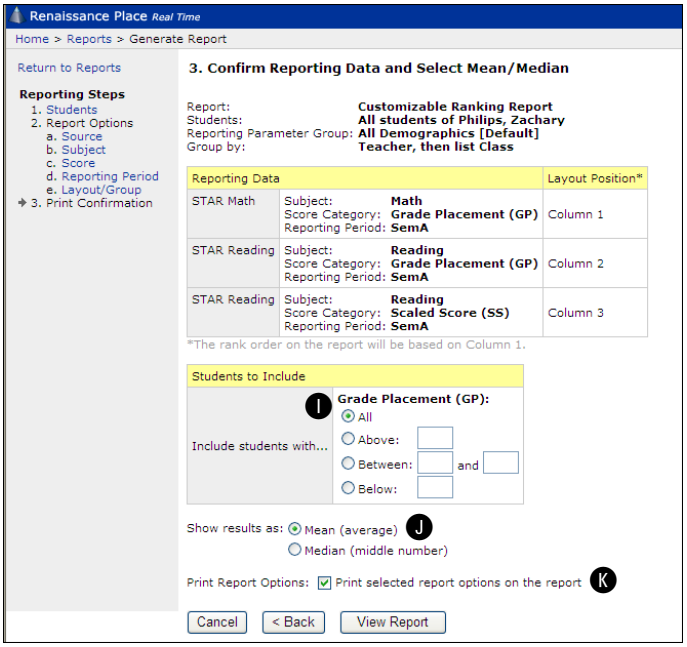
7. Next, select up to three reporting periods to include. Then, select **Next >**.



8. On the next page, use the Layout Position drop-down lists to choose the column order for the products or sources you have chosen to include **E**. Then, select **Reorder** **F**.



9. Select the **Group by** drop-down list Ⓖ to choose how you want the information on the report grouped. Use the **Then list** drop-down list to choose what to list in the groups.
10. Select one of the sorting options Ⓗ to decide whether to sort items in the group alphabetically or by rank (from highest to lowest or lowest to highest). Then, select **Next >** to continue.
11. Next, select one of the Students to Include options Ⓘ to choose whether to include all students or just those with scores above, between, or below the score(s) you specify. If you choose **Above, Between,** or **Below,** be sure to enter the scores in the blank fields provided.



12. Select one of the options at the bottom of the page Ⓙ to choose whether to show mean or median scores. **Note:** Means and medians will not be displayed for STAR Early Literacy—Literacy Skills Classification. If you want a list of all the options you have chosen for this report to be included *on* the report, check the **Print selected report options on the report** box Ⓚ.
13. Select **View Report** to see the report.
14. The Customizable Ranking Report will open in a separate window. To print or save the report, select the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X or XI, the Adobe Reader buttons may be hidden until you move the mouse over the document or press **F8**.)

Customizable Status Report

Who Can Do This?

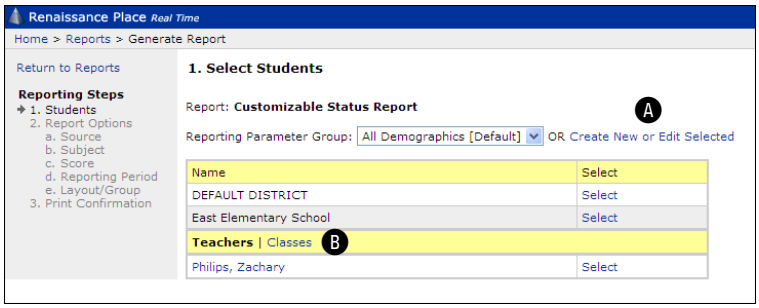
☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 56.

The Customizable Status Report shows how students in each group did in selected products or sources in the reporting periods you selected.

Follow these steps to choose the options for this report and print the report.

1. On the Home page, under Dashboards and Reporting, select **Consolidated Reports**.
2. Select **Customizable Status**.
3. Choose **Select** next to the district or the school, teacher, class, or student for whom you want to print the report.

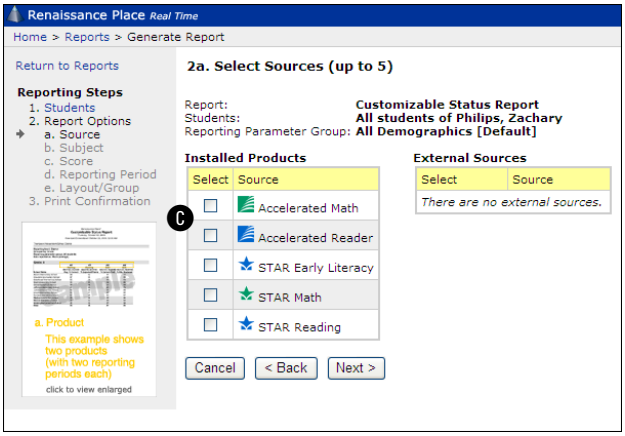


A If you want to limit the report to students with certain ethnicities, genders, primary languages, characteristics, or grades or students who were enrolled in the school before a certain date, use a reporting parameter group. You can choose one from the **Reporting Parameter Group** drop-down list or select **Create New or Edit Selected**. For more information, see “Reporting Parameter Groups” on page 166.

B If you select the name of a school, you will see the teachers or classes for that school listed. You can select **Classes** or **Teachers** under the list to choose what to view. If you’re viewing teachers, you can then select a teacher name to see that teacher’s classes.

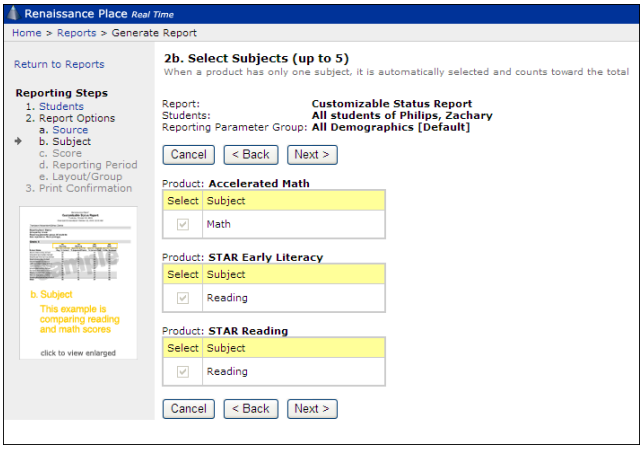
Sample Report. *On the left side of most pages in this wizard, you will see a sample report. If you want to see a larger version of the sample, select the report.*

4. Check the box next to the Renaissance Place products Ⓒ that you want to include in the report, as well as any external product or data sources (see page 168), which would be listed on the right side of the page. You can choose up to five. The list includes products that are available on your server. After choosing the products and/or external sources, select **Next >**.



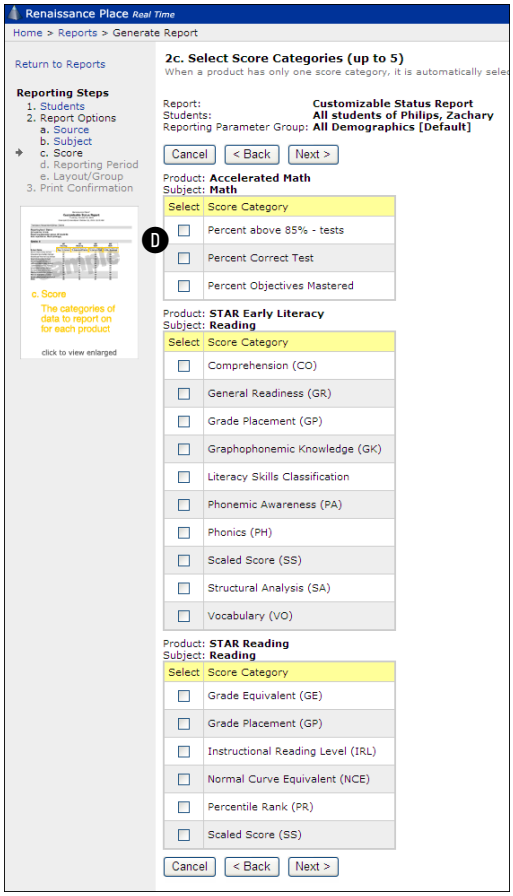
If you need to go back at any point during this procedure, *you can select* ***< Back*** *or select one of the steps on the left side of the page.*

5. Next, you will see that the program has checked the box next to the subject for each product you chose. Since the products only address one subject, the check mark can't be removed. Select **Next >**.



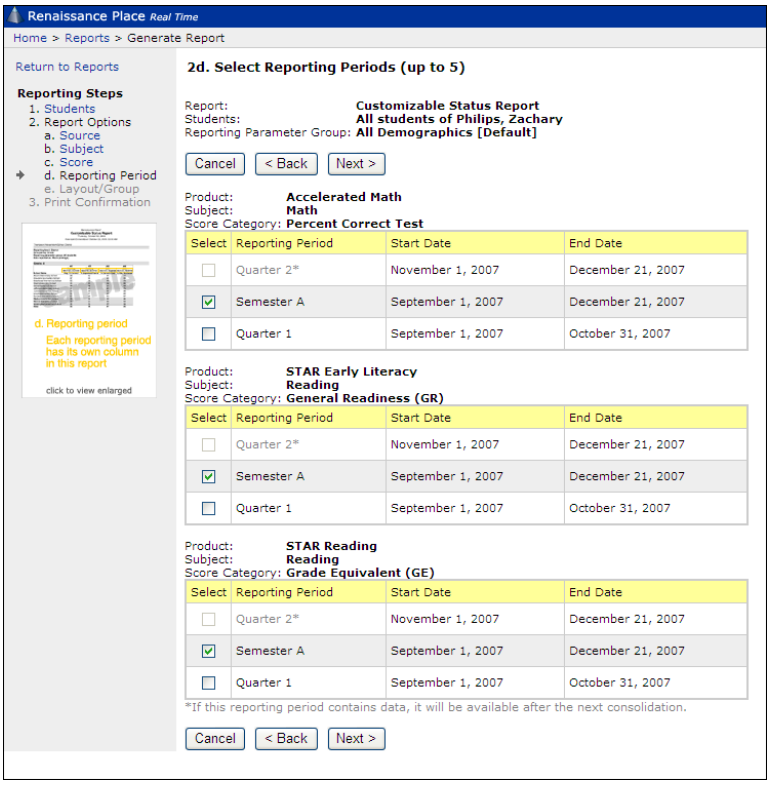
> ***For definitions of the scores in the STAR products,*** *you can select the product name on the Home page, then select* ***Resources****, and then* ***Definitions****.*

6. Select up to five score categories from the products in the report Ⓓ by checking the boxes. (Note that the limit of five is the total for all products you selected.) After choosing the scores, select **Next >**.

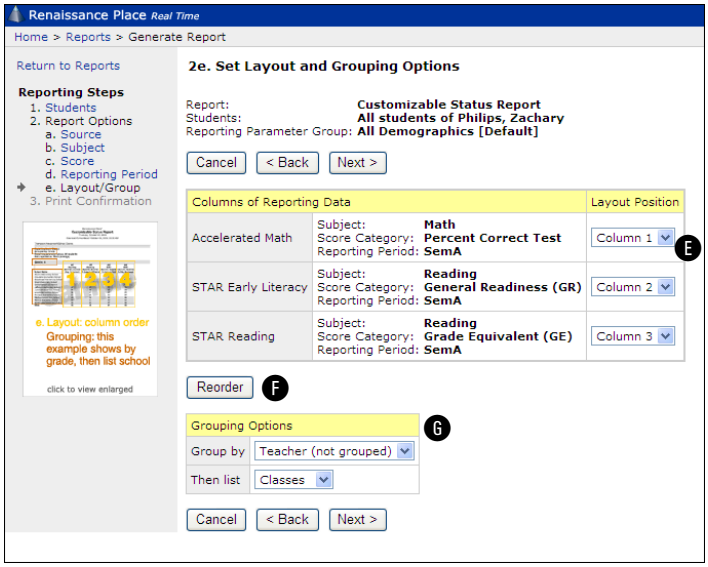


To change the reporting periods that are available, *see page 20 to find out how to add reporting periods, page 163 to learn how to edit reporting periods, or page 165 to find out how to delete reporting periods.*

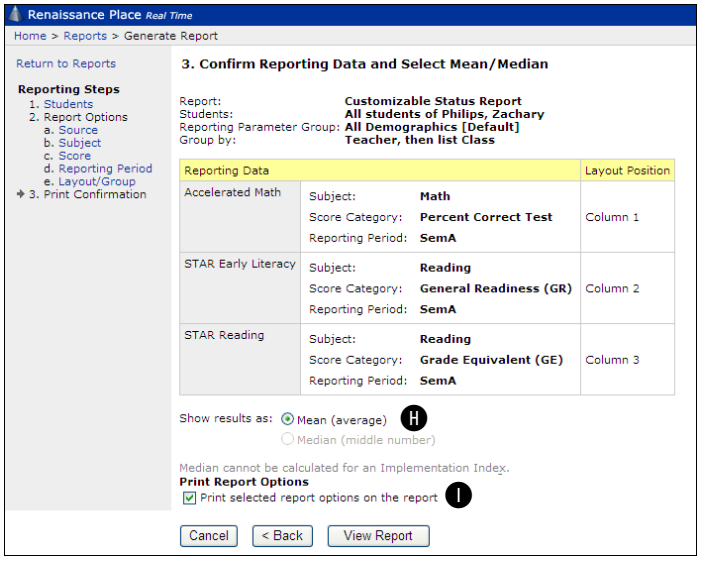
7. Next, select up to five reporting periods. Then, select **Next >** to continue.



8. On the next page, use the Layout Position drop-down lists to choose the column order for the products or sources you have chosen to include **E**. Then, select **Reorder** **F**.



9. Select the **Group by** drop-down list to choose how you want the information on the report grouped ❻. Use the **Then list** drop-down list to choose what to list in the groups.
10. Select **Next >**.
11. The next page will list the information you have chosen to include on the report. Now, choose whether to include mean or median scores by selecting one of the options ❽ below the reporting data. If you want a list of all the options you have chosen for this report to be included *on* the report, check the **Print selected report options on the report** box ❾.



12. Select **View Report** to see the report.
13. The Customizable Status Report will open in a separate window. To print or save the report, select the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X or XI, the Adobe Reader buttons may be hidden until you move the mouse over the document or press **F8**.)

Implementation Progress Report

Who Can Do This?

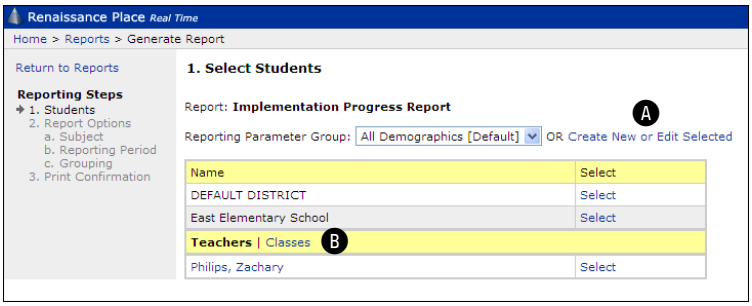
☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 56.

The Implementation Progress Report compares student achievement in Accelerated Math or Accelerated Reader in up to seven reporting periods.

To choose the options for the report and print it, follow these steps:

1. On the Home page, under Dashboards and Reporting, select **Consolidated Reports**.
2. Select **Implementation Progress**.
3. Choose **Select** next to the district or the school, teacher, class, or student that you want to print the report for.

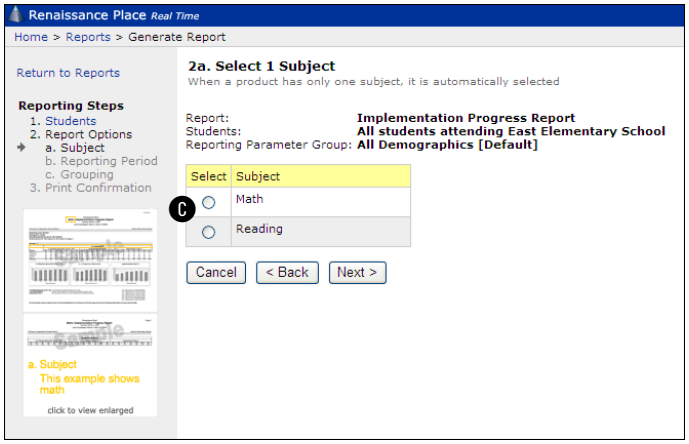


A If you want to limit the report to students with certain ethnicities, genders, primary languages, characteristics, or grades or students who were enrolled in the school before a certain date, use a reporting parameter group. You can choose one from the **Reporting Parameter Group** drop-down list or select **Create New or Edit Selected**. For more information, see “Reporting Parameter Groups” on page 166.

B If you select the name of a school, you will see the teachers or classes for that school listed. You can select **Classes** or **Teachers** under the list to choose what to view. If you’re viewing teachers, you can then select a teacher name to see that teacher’s classes.

Sample Report. *On the left side of most pages in this wizard, you will see a sample report. If you want to see a larger version of the sample, select the report.*

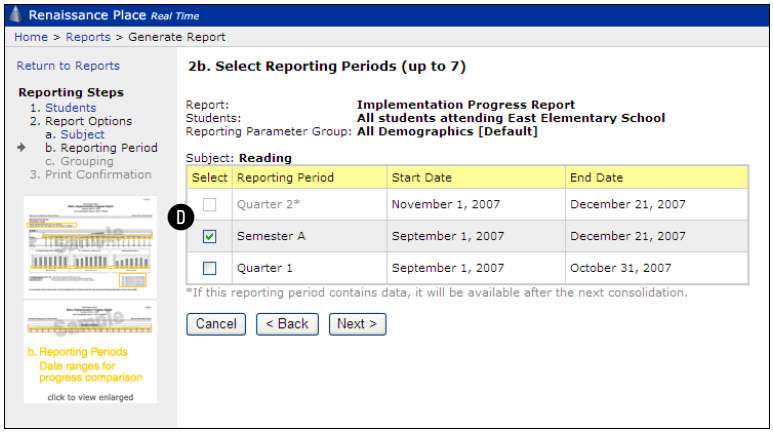
4. Choose the subject you want Ⓒ. If you choose Math, the report will include Accelerated Math data; if you choose Reading, it will include Accelerated Reader data. Select **Next >**.



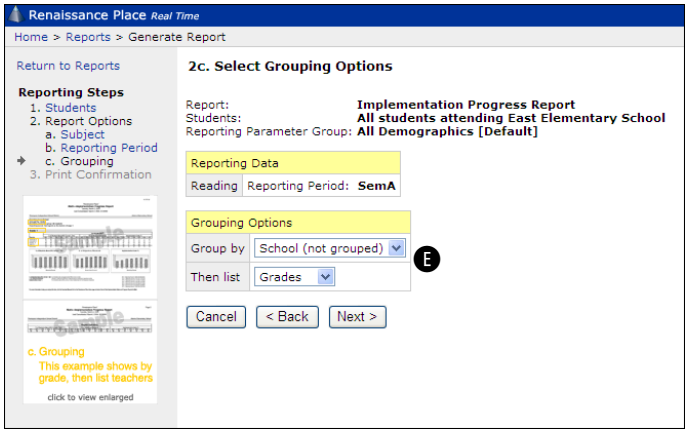
If you need to go back at any point during this procedure, *you can select* ***< Back*** *or select one of the steps on the left side of the page.*

5. Next, check the boxes next to the reporting periods you want to include Ⓓ. You can choose up to seven. Select **Next >** to continue.

   To change the reporting periods that are available, see page 20 to add more, page 163 to change a reporting period, or page 165 to delete a reporting period.



6. On the next page, select the **Group by** drop-down list Ⓔ to choose how you want the information on the report grouped. Use the **Then list** drop-down list to choose what to list in the groups. Select **Next >** to continue.



7. The next page will list the information you have chosen to include on the report. If you want to have a list of the options you've chosen for this report to appear *on* the report, check the **Print selected report options on the report** box.
8. Select **View Report** to see the report
9. The Implementation Progress Report will open in a separate window. To print or save the report, select the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X or XI, the Adobe Reader buttons may be hidden until you move the mouse over the document or press **F8**.)

Implementation Status Report

Who Can Do This?

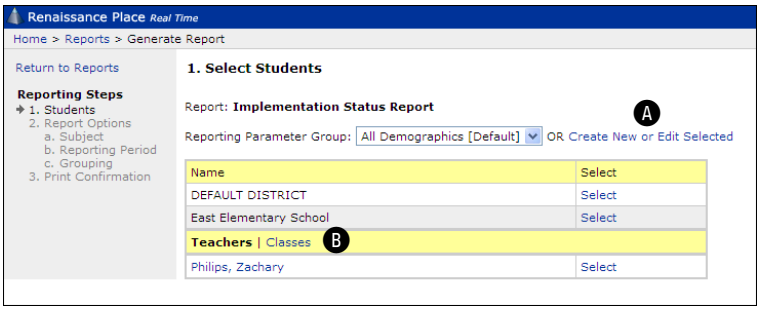
☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 56.

The Implementation Status Report shows how students in each group did in Accelerated Reader or Accelerated Math in selected reporting periods. It also ranks scores from highest to lowest.

To print the report, follow these steps:

1. On the Home page, under Dashboards and Reporting, select **Consolidated Reports**.
2. Select **Implementation Status**.
3. Choose **Select** next to the district or the school, teacher, class, or student for whom you want to print the report.

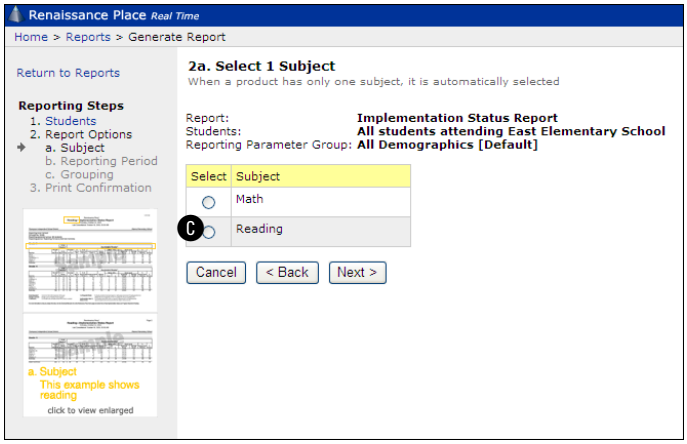


A If you want to limit the report to students with certain ethnicities, genders, primary languages, characteristics, or grades or students who were enrolled in the school before a certain date, use a reporting parameter group. You can choose one from the **Reporting Parameter Group** drop-down list or select **Create New or Edit Selected**. For more information, see “Reporting Parameter Groups” on page 166.

B If you select the name of a school, you will see the teachers or classes for that school listed. You can select **Classes** or **Teachers** under the list to choose what to view. If you’re viewing teachers, you can then select a teacher name to see that teacher’s classes.

> ***Sample Report.*** *On the left side of most pages in this wizard, you will see a sample report. If you want to see a larger version of the sample, select the report.*

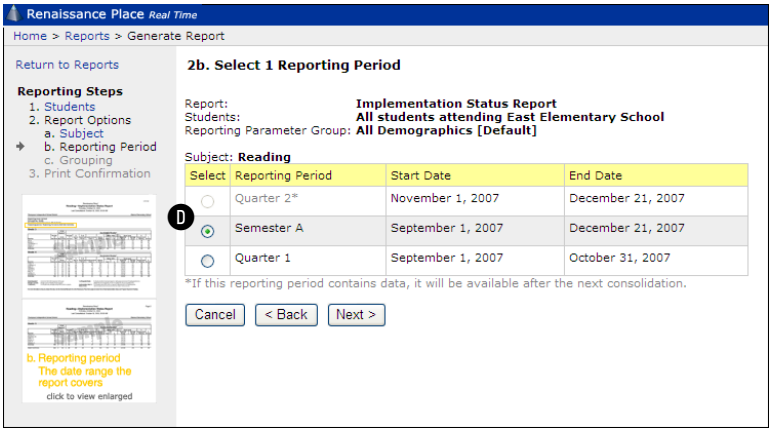
4. Choose the subject you want Ⓒ. If you choose Math, the report will include Accelerated Math data; if you choose Reading, it will include Accelerated Reader data. Select **Next >**.



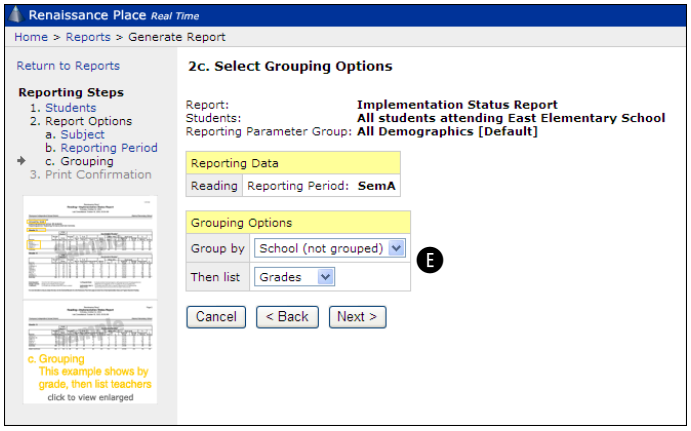
> ***If you need to go back at any point during this procedure,*** *you can select* ***< Back*** *or select one of the steps on the left side of the page.*

5. Choose the reporting period Ⓓ. Then, select **Next >** to continue.

   To change the reporting periods that are available, see page 20 to add more, page 163 to change a reporting period, or page 165 to delete a reporting period.



6. On the next page, select the **Group by** drop-down list Ⓔ to choose how you want the information on the report grouped. Use the **Then list** drop-down list to choose what to list in the groups. Select **Next >** to continue.



7. The next page will list the information you have chosen to include on the report. If you want a list of all the options you have chosen for this report to be included *on* the report, check the **Print selected report options on the report** box.
8. Select **View Report** to see the report.
9. The Implementation Status Report will open in a separate window. To print or save the report, select the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X or XI, the Adobe Reader buttons may be hidden until you move the mouse over the document or press **F8**.)

School-to-Home Report

Who Can Do This?

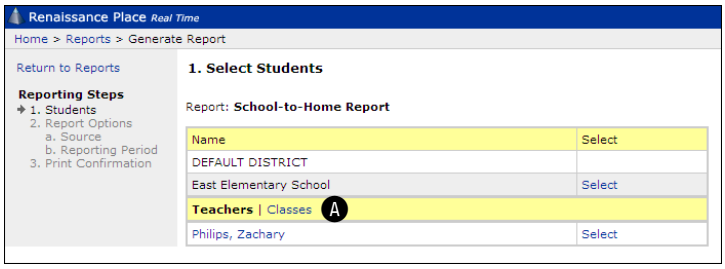
☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 56.

The School-to-Home Report summarizes one student's work in all Renaissance Place products that are available on the server for at least one school. You can choose to compare the student's work to other students in the same class and grade; page breaks occur between students, and data displays as mean. You can print this report for all Renaissance Place products.

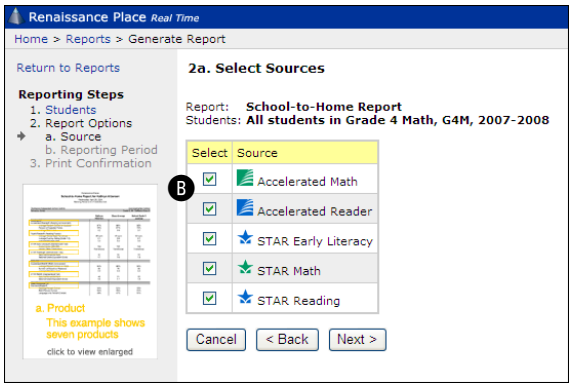
To choose the options for the report and print it, follow these steps:

1. On the Home page, under Dashboards and Reporting, select **Consolidated Reports**.
2. Select **School-to-Home**.
3. Choose **Select** on the next page, next to the school, teacher, class, or student that you want to print the report for.



Ⓐ If you select the name of a school, you will see the teachers or classes for that school listed. You can select **Classes** or **Teachers** under the list to choose what to view. If you're viewing teachers, you can then select a teacher name to see that teacher's classes.

4. Next, check the boxes next to the Renaissance Place products Ⓑ that you want to include in the report. By default, all are included, but you can remove the check mark from the boxes for products you do not wish to include. This list includes products that are available on the server. Select **Next >** to continue.



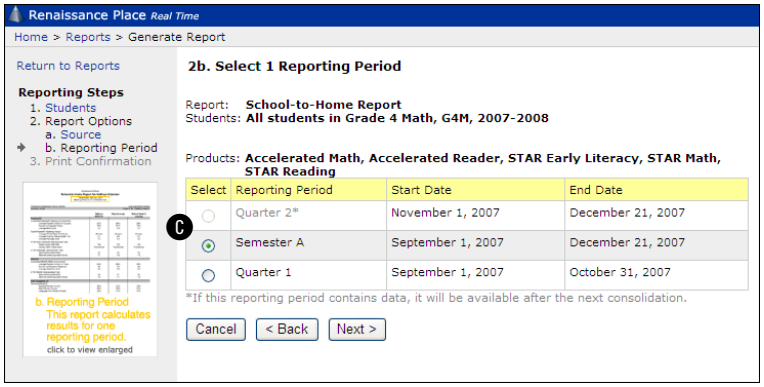
On this report, *no values will be shown for Percentile Rank (PR), Percentile Rank Range, and/or Normal Curve Equivalents (NCE) for kindergarteners who have taken a STAR Math test. (Data for kindergarteners has not been norm-referenced.)*

Sample Report. *On the left side of most pages in this wizard, you will see a sample report. If you want to see a larger version of the sample, select the report.*

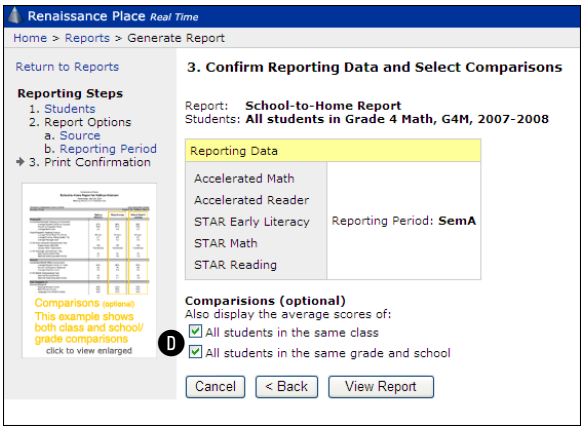
If you need to go back at any point during this procedure, *you can select* ***< Back*** *or select one of the steps on the left side of the page.*

5. Next, choose the reporting period Ⓒ. Then, select **Next >** to continue.

   To change the reporting periods that are available, see page 20 to add more, page 163 to change a reporting period, or page 165 to delete a reporting period.



6. On the next page, check one or both boxes Ⓓ to choose the comparisons to include on the report. You can compare each student's data to students in the same class and/or to students in the same grade and school. (You can leave both boxes empty if you don't want to include any comparisons.)

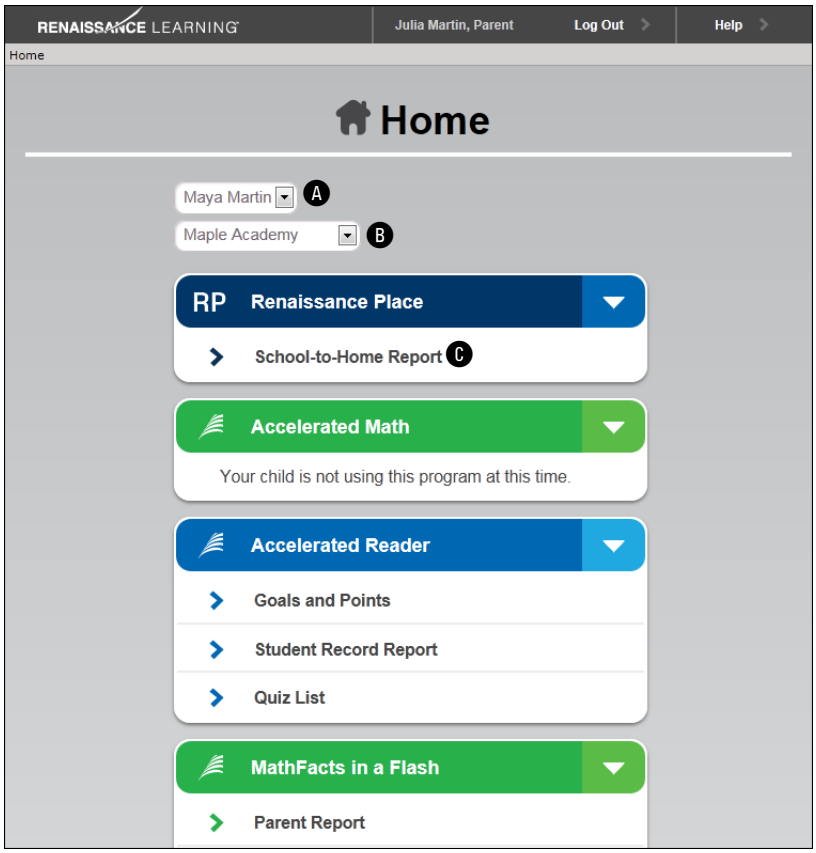


7. Select **View Report** to see the report.
8. The School-to-Home Report will open in a separate window. To print or save the report, select the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X or XI, the Adobe Reader buttons may be hidden until you move the mouse over the document or press **F8**.)

School-to-Home Report (for Parents)

If you have added parents to the software and given the parents the server address and their user names and passwords, parents can print the School-to-Home Report by following these steps. (To find out how personnel print this report, see page 206.)

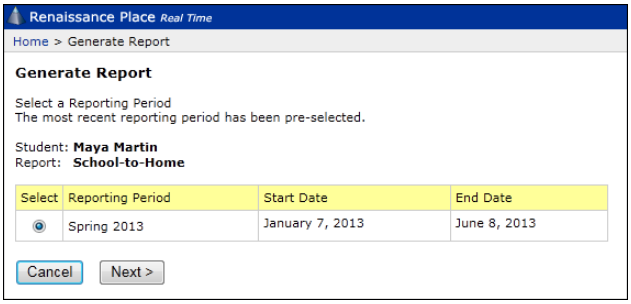
1. If you have more than one child using the software, select the student drop-down list on the Home page Ⓐ to choose the child whose report you want to see. If the child is enrolled in more than one school, you must also choose the school that you want a report for using the school drop-down list Ⓑ.



2. Select **School-to-Home Report** Ⓒ under Renaissance Place.

Parents will need Adobe Reader to view and print this report. *Parents who don't have this program can select* ***Get Adobe Reader*** *on their Home page to go to the Adobe website and download Adobe Reader.*

3. Choose the reporting time period that you want to use for this report. Then, select **Next >**.



4. The School-to-Home Report will open in a separate window. To print or save the report, select the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X or XI, the Adobe Reader buttons may be hidden until you move the mouse over the document or press **F8**.)

STAR State Performance Report—District

Who Can Do This?

- ☑ District Administrators
- ☑ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

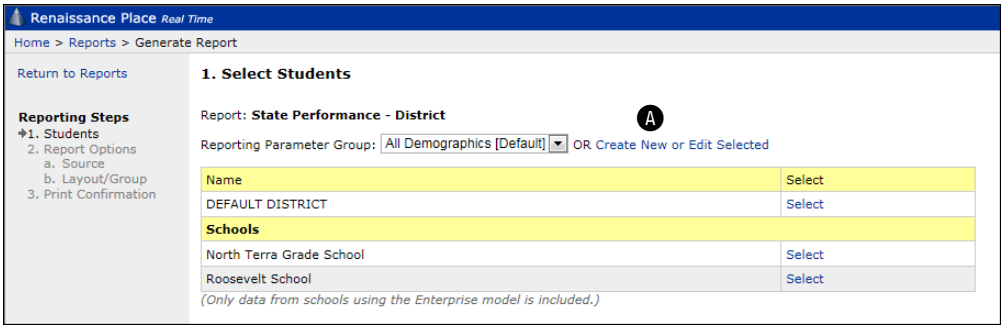
The STAR State Performance Report—District allows district administrators, district staff, and school administrators to use the results of STAR Math and/or STAR Reading assessments to determine the student performance outlook on state tests.

This report is only available to STAR Math and STAR Reading customers who meet at least one of these criteria:

- Enterprise customers in states where linking has been completed
- Customers in states participating in the Council of Chief State School Officers (CCSSO)/Renaissance Learning R&D consortium project

Follow these steps to choose the options for this report and print the report:

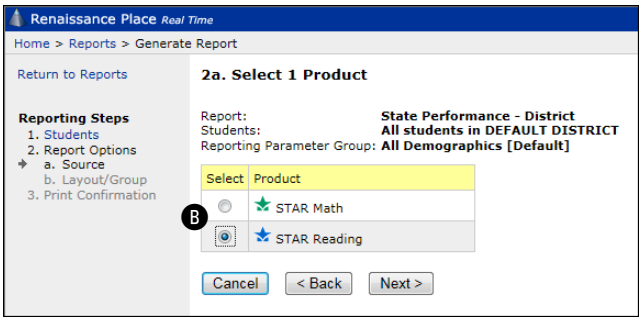
1. On the Home page, under Dashboards and Reporting, select **Consolidated Reports**.
2. Select **State Performance - District**.
3. Choose **Select** next to the district or a school that you want to create the report for.



A If you want to limit the report to students with certain ethnicities, genders, primary languages, characteristics, or grades or to students who were enrolled in the school before a certain date, use a reporting parameter group. You can choose one from the **Reporting Parameter Group** drop-down list or select **Create New or Edit Selected**. For more information, see “Reporting Parameter Groups” on page 166.

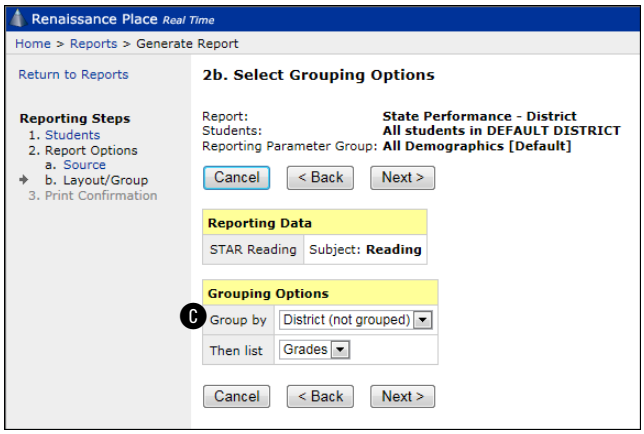
If you need to go back at any point, *you can select* ***< Back*** *or select one of the steps on the left side of the page.*

4. Select which product you want the report for Ⓑ. (Only products for which data is available will be listed.) Select **Next >**.

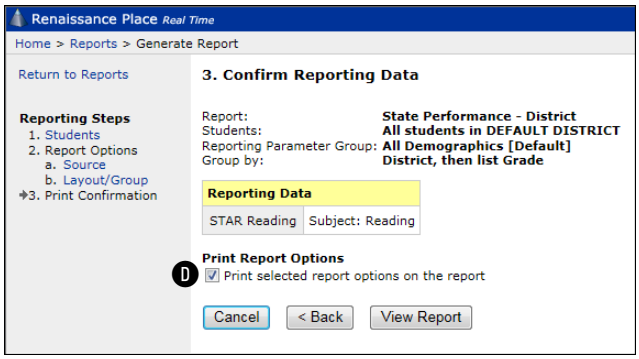


Sample Report. *On the left side of most pages in this wizard, you will see a sample report. If you want to see a larger version of the sample, select the sample.*

5. On the next page, select the **Group by** drop-down list Ⓒ to choose how you want the information on the report grouped. Use the **Then list** drop-down list to choose what to list in the groups. Select **Next >** to continue.



6. The next page will list the information you have chosen to include on the report. If you want to print the options you have chosen on the report, leave the box checked Ⓓ. Select **View Report** to see the report.



7. The State Performance Report—District will open in a separate window. To print or save the report, select the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X or XI, the Adobe Reader buttons may be hidden until you move the mouse over the document or press **F8**.)

STAR Summary Report

Who Can Do This?

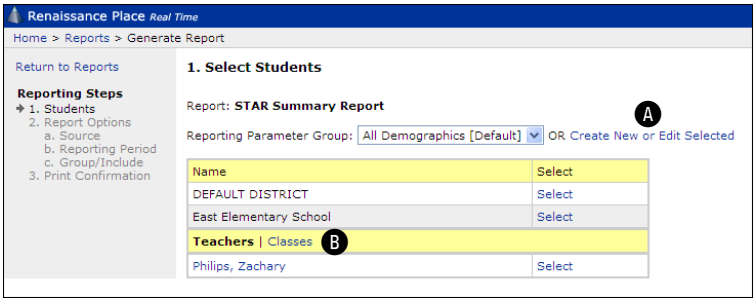
☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 56.

The STAR Summary Report summarizes scores for one Renaissance Place STAR product that is available on the server for at least one school. You can print this report for STAR Reading, STAR Math, or STAR Early Literacy.

To choose the options for the report and print it, follow these steps:

1. On the Home page, under Dashboards and Reporting, select **Consolidated Reports**.
2. Select **STAR Summary**.
3. Choose **Select** next to the district or the school, teacher, class, or student that you want to print the report for.

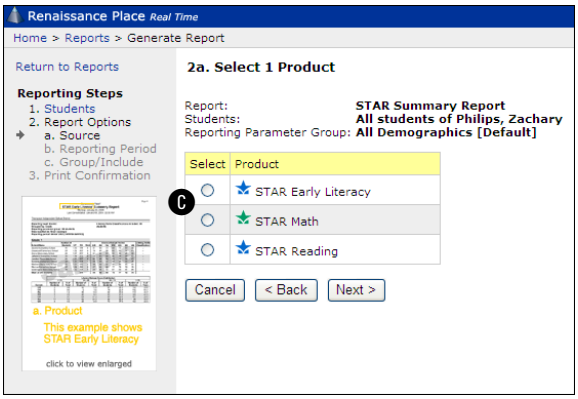


Ⓐ If you want to limit the report to students with certain ethnicities, genders, primary languages, characteristics, or grades or students who were enrolled in the school before a certain date, use a reporting parameter group. You can choose one from the **Reporting Parameter Group** drop-down list or select **Create New or Edit Selected**. For more information, see "Reporting Parameter Groups" on page 166

Ⓑ If you select the name of a school, you will see the teachers or classes for that school listed. You can select **Classes** or **Teachers** under the list to choose what to view. If you're viewing teachers, you can then select a teacher name to see that teacher's classes.

On this report, *no values will be shown for Percentile Rank (PR), Percentile Rank Range, and/or Normal Curve Equivalents (NCE) for kindergarteners who have taken a STAR Math test. (Data for kindergarteners has not been norm-referenced.)*

4. Choose the product that you want the report for Ⓒ. Then, select **Next >**. (The list includes STAR products that are available on the server.)

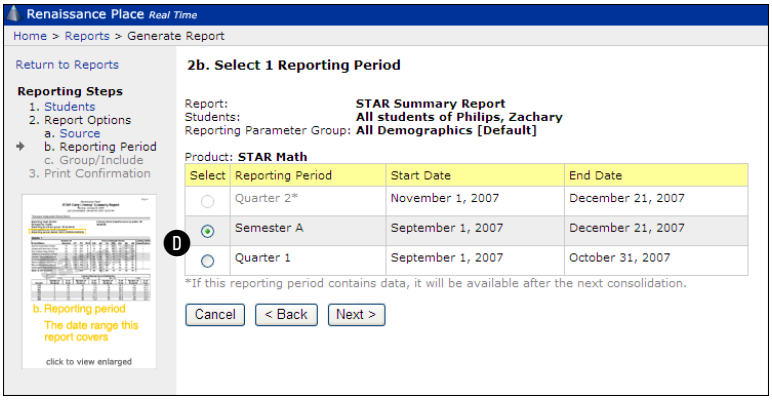


Ⓒ

> ***Sample Report.*** *On the left side of most pages in this wizard, you will see a sample report. If you want to see a larger version of the sample, select the report.*

5. Next, choose the reporting period you want to include Ⓓ. Select **Next >** to continue.

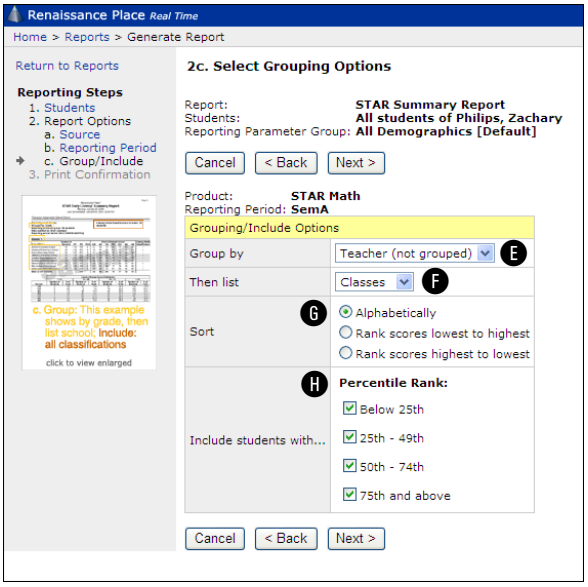
   To change the reporting periods that are available, see page 20 to add more, page 163 to change a reporting period, or page 165 to delete a reporting period.



Ⓓ

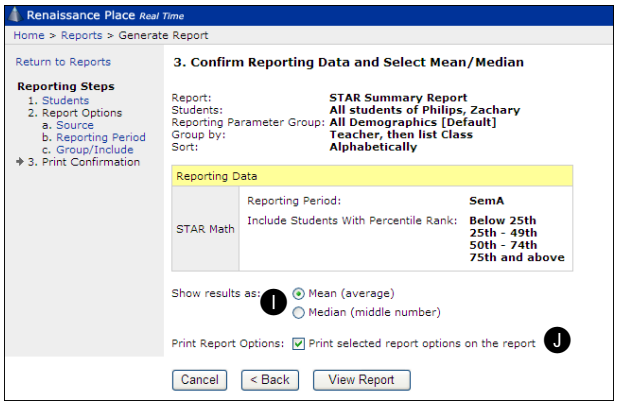
> ***If you need to go back at any point during this procedure,*** *you can select* ***< Back*** *or select one of the steps on the left side of the page.*

6. On the next page, select the **Group by** drop-down list Ⓔ to choose how you want the information on the report grouped. Use the **Then list** drop-down list Ⓕ to choose what to list in the groups.



7. Choose a sorting option Ⓖ. You can sort the items in each group alphabetically or by rank (from lowest to highest or highest to lowest).
8. Next, check the boxes next to the groups of students you want to include Ⓗ. For STAR Math and STAR Reading, you can choose the percentile ranks to include. For STAR Early Literacy, you can choose the literacy skills classifications.
9. Select **Next >** to continue.

10. The next page will list the information you have chosen to include. Now, select one of the options below this information to choose whether to show the mean or median scores ❶. **Note:** Means and medians will not be displayed for STAR Early Literacy—Literacy Skills Classification.
11. If you want a list of all the options you have chosen for this report to be included *on* the report, check the **Print selected report options on the report** box ❷.
12. Select **View Report** to see the report.



13. The STAR Summary Report will open in a separate window. To print or save the report, select the Adobe Reader buttons. If you try to use the browser's print function instead, only the top of the page will print. (In Adobe Reader X or XI, the Adobe Reader buttons may be hidden until you move the mouse over the document or press **F8**.)

What to Do If You Can't Print Consolidated Reports

If one or more Consolidated reports are in gray text and are not links, you'll see a note that explains why. (If specific reports aren't available, you'll see an asterisk next to the report.) The table below lists messages and what you can do to print the reports.

Error Message	Applicable Reports	Corrective Action
Reports cannot be generated until a reporting period is added and data is consolidated.	All Renaissance Place Consolidated reports	Add at least one reporting period (see page 20). To print the Customizable Progress Report, you'll need to add at least two reporting periods because that report compares scores in two reporting periods.
The Customizable Progress Report cannot be generated until an additional reporting period is added.	Customizable Progress Report	Add one more reporting period. See page 20.
This report cannot be run outside of the current year.	STAR State Performance Report—District	If a past or future year is set as the current school year, this report will not run. Make sure that the current school year is one that includes the date you are trying to run the report on (today's date). See page 47.
Reports cannot be generated until data is consolidated.	All Renaissance Place Consolidated reports	You can either consolidate on demand (see page 159) or set up a schedule for consolidation (see page 160). Since these reports use consolidated data, you can't use them until after the first consolidation.
Data consolidation is in progress. Reports cannot be generated until it completes.	All Renaissance Place Consolidated reports	Wait until data consolidation finishes. When this happens, reports will be available again.
Report cannot be generated until one or more required products are registered.	Assessment Proficiency, Implementation Progress, Implementation Status, and STAR Summary Reports	You can't use the reports until the required products are registered. (These are listed under the description for each report.) If you don't plan to purchase the products listed, you don't need to use the reports since they report only on those products.
The Implementation Reports cannot be generated unless Accelerated Reader or Accelerated Math is registered.	Implementation Progress and Implementation Status Reports	

Managing Data Imports

Your school or district may have a database with student, personnel, and/or class information in it. Certain kinds of data files can be imported into Renaissance Place; the import methods differ based on the file types:

File Source/Description	Import Method
Student information exported from: ▸ Renaissance Place (.xmldata) ▸ A Renaissance Learning Desktop program (.exp)[a]	See "Importing Student Information from a Renaissance Place Export File or Renaissance Learning Desktop Program" on page 218.
Plain-text (.txt) files: ▸ Created with a plain-text editor ▸ Generated from a Student Information System (SIS)	See "Importing Spreadsheet, Comma-Separated, or Delimited Data Files" on page 223.
Comma-separated value (.csv) files: ▸ Created with a plain-text editor ▸ Created with Microsoft Excel	
Microsoft Excel spreadsheets: ▸ Standard (.xls) ▸ XML-based (.xlsx)	
External Student Performance Data files: ▸ .txt files exported from another program that you use ▸ .xls files created with Microsoft Excel	Renaissance Learning will import your data for you; contact us for further information (support@renlearn.com).
Student Only Export files:[b] ▸ .exp files from a Renaissance Learning Desktop application[a]	
Desktop Application Data from a Renaissance Learning desktop application database: ▸ Basic user information from any Renaissance Learning Desktop application, including student/staff names and limited demographic information ▸ Complete desktop application LIS (Learning Information Systems) assessment data, such as STAR Reading assessments ▸ Assessment data from Accelerated Math 2.x, Accelerated Reader 5.x–6.x, Accelerated Vocabulary 1.x, MathFacts in a Flash 2.x, STAR Reading 2.x, STAR Math 1.x–2.x, and STAR Early Literacy 1.x ▸ Accelerated Reader and/or Accelerated Vocabulary content from Desktop applications, including quizzes and preferences (such as TOPS report printing and TWI monitoring)	

a. Desktop software includes Accelerated Reader versions 5.x and 6.x, Accelerated Math versions 1.x and 2.x, MathFacts in a Flash version 1.x, STAR Early Literacy version 1.x, STAR Math versions 1.x and 2.x, and STAR Reading version 2.x.

b. The export file *must* be "Student Only" information.

Importing Student Information from a Renaissance Place Export File or Renaissance Learning Desktop Program

Who Can Do This?

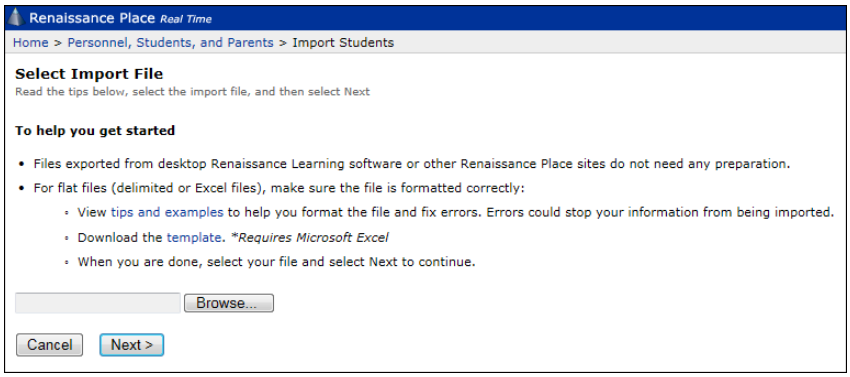
- ☑ District Administrators
- ☐ District Staff
- ☑ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

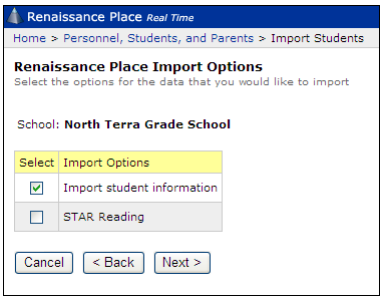
Note: If you are a school administrator and you have access to more than one school, on the Home page, choose the Change Role option to choose your **School User** role at the school you want to work with *before* following these steps (see page 6).

Follow these steps to import student information using Renaissance Place:

1. On the Home page, select **Users**.
2. Select **Import Information** (under Related Student Tasks) on the Personnel, Students, and Parents page.
3. On the Select Import File page, read the tips, then select **Browse** or **Choose File** and select the file that you want to import.


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Import Students
Select Import File
Read the tips below, select the import file, and then select Next
To help you get started
Files exported from desktop Renaissance Learning software or other Renaissance Place sites do not need any preparation.
For flat files (delimited or Excel files), make sure the file is formatted correctly:
View tips and examples to help you format the file and fix errors. Errors could stop your information from being imported.
Download the template. *Requires Microsoft Excel
When you are done, select your file and select Next to continue.
Browse...
Cancel
Next >

4. Select **Next >** on the Select Import File page.
5. If you are the district administrator, the Select School page will open. Select the school you want to import the student information into.
6. If the Renaissance Place Import Options page opens, check the box for each type of information you want to import. By default, the **Import student information** box is *permanently* checked. You cannot change this. To import assessment and assignment data for different products, check the appropriate box for each product. To continue, select **Next >**.


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Import Students
Renaissance Place Import Options
Select the options for the data that you would like to import
School: North Terra Grade School
Select
Import Options
Import student information
STAR Reading
Cancel
< Back
Next >

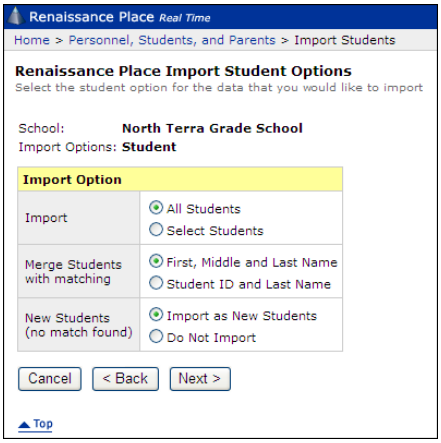
If you use Renaissance Place to import Accelerated Math or MathFacts in a Flash data*, you will have to transfer the assignment data into the students' classes. For more information, see the* Accelerated Math Software Manual *and/or the* MathFacts in a Flash Software Manual.

Next, follow the steps for your type of import:

- If you are importing a Renaissance Place export file (.xmldata), see "Importing a Renaissance Place Export File" below.
- If you are importing a file from Renaissance Learning desktop software (.exp), see "Importing an Export File from a Renaissance Learning Desktop Product" on page 222.

Importing a Renaissance Place Export File

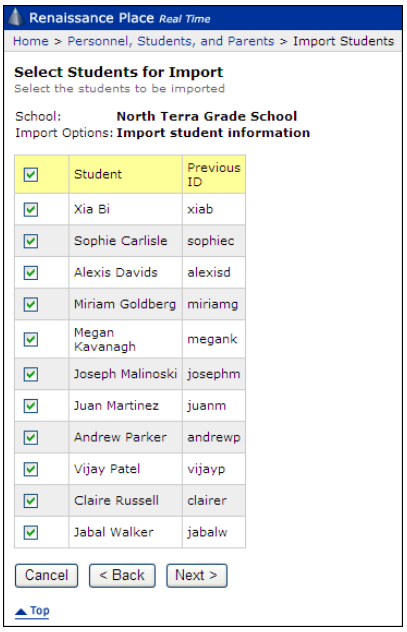
7. In the Import Student Options table, choose from the following options:


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Import Students
Renaissance Place Import Student Options
Select the student option for the data that you would like to import
School: North Terra Grade School
Import Options: Student
Import Option
Import
All Students
Select Students
Merge Students with matching
First, Middle and Last Name
Student ID and Last Name
New Students (no match found)
Import as New Students
Do Not Import
Cancel
< Back
Next >
Top

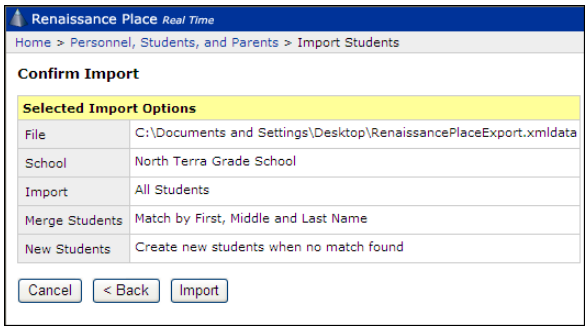
- In the Import row, choose whether to import all students or to select the students to import.
- In the Merge Students with matching row, choose what matching criteria should be used to see if a student being imported matches one already in Renaissance Place. Options are either first, middle, and last name *or* student ID and last name. **Note:** Graduation date is automatically part of the matching criteria.
- In the New Students (no match found) row, choose what Renaissance Place will do if a student whose information is being imported doesn't match one in the database already: the student can either be imported as a new student or not imported at all.

When you have made your selections, select **Next >**.

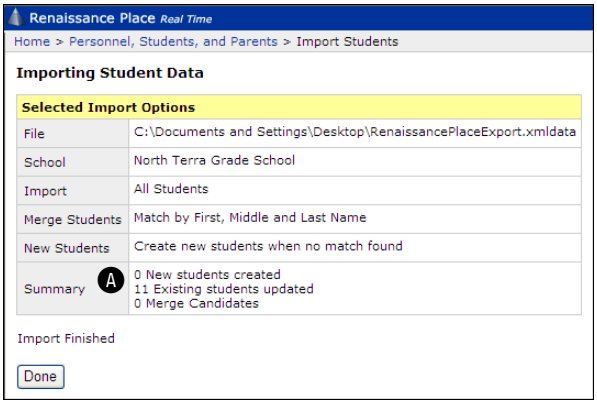
8. If you choose to select the students you want to import, the Select Students for Import page will open. All students are selected (checked) by default. Remove the check mark from the boxes next to students you do *not* want to import. (You can check or remove the check mark from all the boxes at once by selecting the box at the top of the column.) When you are ready to continue, select **Next >**.



9. The Confirm Import page opens, allowing you to double-check the options you have chosen for the import. To change an option, select **< Back**. If the options are correct, select **Import** to begin the import.

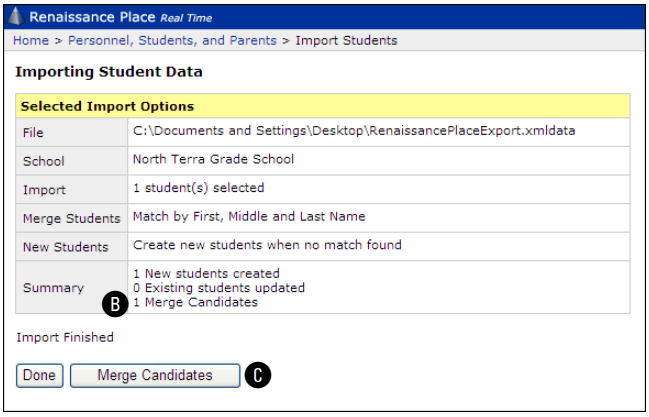


10. Once the import is complete, a confirmation message will appear, listing the number of student records that were created and updated Ⓐ.



If, during the import, Renaissance Place finds students whose information is similar but does *not* meet the matching criteria chosen in step 7, a new student record will be created and the summary will show it as a Merge Candidate Ⓑ. To view these records and decide whether or not to merge them, select **Merge Candidates** Ⓒ and go to step 6 on page 95 (under "Merging Student Records").

11. Select **Done**.



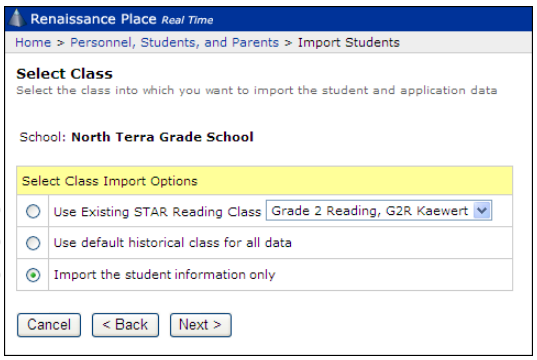
Importing an Export File from a Renaissance Learning Desktop Product

7. If the file comes from a Renaissance Place product that's not available on this server, the program will notify you. Skip ahead to step 8.

   If the file comes from a Renaissance Place product that is available on this server, select one of these three options:

   - **Use Existing Class** Ⓐ: Select this option if you want to import the students and their assignment data into a specific class that you have set up for the program. Then, use the drop-down list to choose the class. This option isn't available if the import file has information for a product that isn't available or if classes aren't available for that product.
   - **Use default historical class for all data** Ⓑ: Select this option if you want to import students and their assignment data into a generic class for historical data.
   - **Import the student information only** Ⓒ: Select this option if you want to import the students, but not their work. The students will not be enrolled in classes after you import them, but you can enroll them in the appropriate classes manually (see page 113 to enroll one student in multiple classes or page 152 to enroll multiple students in one class).

   After selecting an option, select **Next >**.


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Import Students
Select Class
Select the class into which you want to import the student and application data
School: North Terra Grade School
Select Class Import Options
A
Use Existing STAR Reading Class
Grade 2 Reading, G2R Kaewert
B
Use default historical class for all data
C
Import the student information only
Cancel
< Back
Next >

8. Select **Start** to begin the import.
9. Select **Done** when the program notifies you that the import is complete.

Importing Spreadsheet, Comma-Separated, or Delimited Data Files

File Preparation

If you need help preparing or importing your file, *please contact Technical Support by chat (see page 9), phone, or email (support@renlearn.com).*

Before you begin importing your data:

- If you will be creating a new file, consider using the template that you can open from the Select Import File page (see step 3 under "Starting the Import" below). The template is a Microsoft® Excel® file that already includes the correct header codes for each type of information that you can import. You can enter the information about your students, courses, classes, and teachers in the correct columns. You should still read the format requirements in "Appendix A: Preparing Files for Data Import" on page 265.
- If you will be using a file that you already have, ***carefully*** read through "Appendix A: Preparing Files for Data Import" on page 265. This appendix has detailed instructions on how to prepare your files to make the import run as smoothly as possible. It will tell you how to use a header to label the information and what formats are required for each type of data.

Once the files have been prepared, follow the instructions in the next section.

Starting the Import

Who Can Do This?

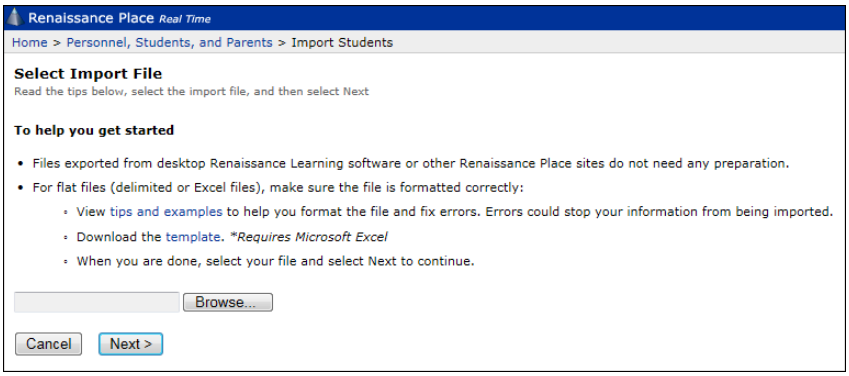
☑ District Administrators
☐ District Staff
☑ School Administrators
☐ School Staff
☐ Teachers

Learn more about capabilities on page 56.

Note: Only one person should be importing (or resuming an import for) a specific file at a time. If a second person begins to import the same file after the first person has started, the second person will "usurp" the import and force the original importer out of the Import Wizard. The same thing will happen if a single person tries to import the same file on two different machines at once: the import that was started first will be usurped by the second import.

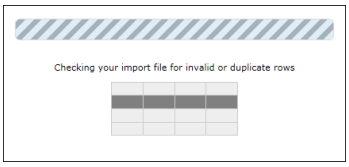
1. On the Home page, select **Users**.
2. Select **Import Information** under Related Student Tasks.
3. On the Select Import File page, read the tips, then select **Browse** or **Choose File** and select the file that you want to import.

For help creating or preparing your file, *select the links to open a template or to see tips and examples.*


Renaissance Place Real Time
Home > Personnel, Students, and Parents > Import Students
Select Import File
Read the tips below, select the import file, and then select Next
To help you get started
Files exported from desktop Renaissance Learning software or other Renaissance Place sites do not need any preparation.
For flat files (delimited or Excel files), make sure the file is formatted correctly:
View tips and examples to help you format the file and fix errors. Errors could stop your information from being imported.
Download the template. *Requires Microsoft Excel*
When you are done, select your file and select Next to continue.
Browse...
Cancel
Next >

> ***You can pause an import*** *at* any *time by selecting* ***Save and Exit*** *at the bottom of the page. You can resume importing the file any time in the next 30 days (see "Resuming an Import" on page 237).*

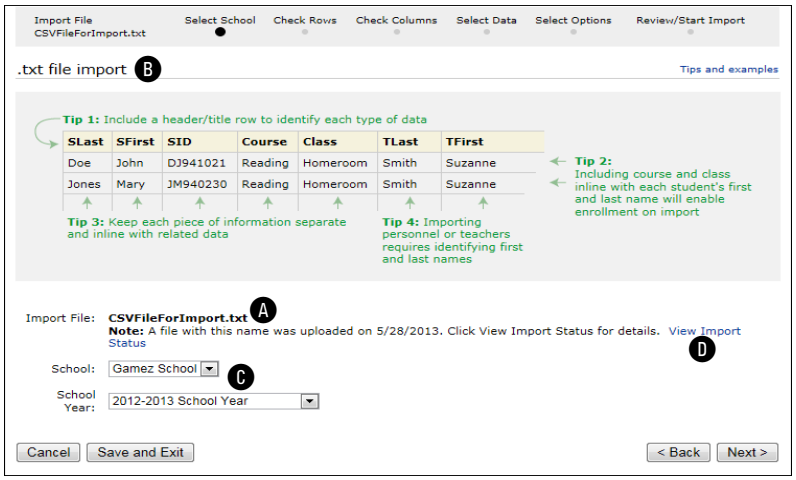
4. Select **Next >** on the Select Import File page. A progress window will open while the import file is validated (examined for empty rows or rows with invalid data). Once the file passes validation, the first page of the import wizard will open.



5. On the School Options page, the name of the file you have chosen to import will be shown Ⓐ, along with the type of file that it is Ⓑ. Choose the school and school year you want to import the data into from the **School** and **School Year** drop-down lists Ⓒ. If Renaissance Place only has one school year and/or one school in the database, they will automatically be entered here. You cannot import data until a school year is defined (see "Adding School Years" on page 43) and there is at least one school in the Renaissance Place database.

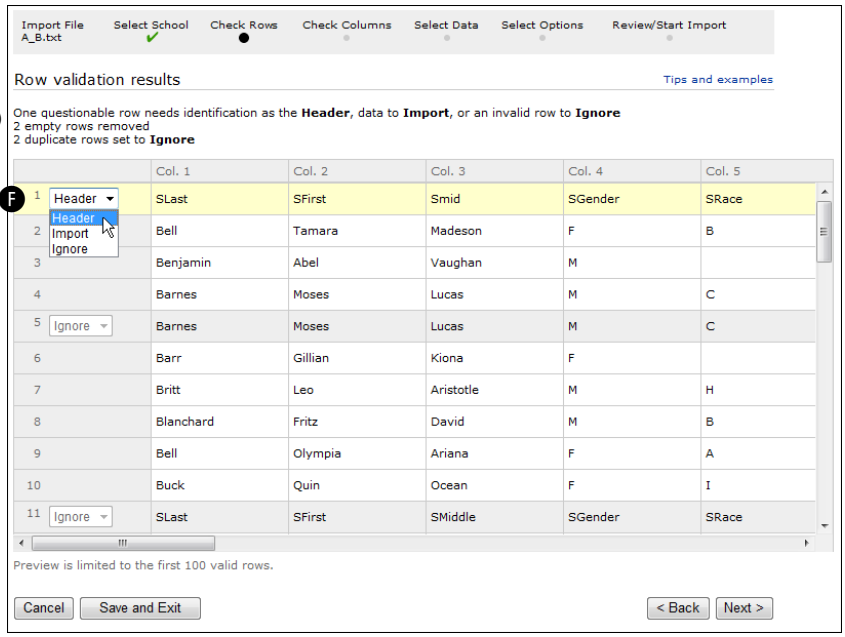
   If you have previously imported or begun to import a file with the same name, you will see an alert to that effect underneath the file name. Select **View Import Status** Ⓓ to read details about that import (if finished) or to resume the import (if not finished; go to step 2 of "Resuming an Import" on page 237).

> ***You can also get to the Import Status page*** *by selecting* ***View Import Status*** *under Related Student Tasks on the Personnel, Students, and Parents page.*


Import File
CSVFileForImport.txt
Select School
Check Rows
Check Columns
Select Data
Select Options
Review/Start Import
.txt file import
B
Tips and examples
Tip 1: Include a header/title row to identify each type of data
SLast SFirst SID Course Class TLast TFirst
Doe John DJ941021 Reading Homeroom Smith Suzanne
Jones Mary JM940230 Reading Homeroom Smith Suzanne
Tip 2: Including course and class inline with each student's first and last name will enable enrollment on import
Tip 3: Keep each piece of information separate and inline with related data
Tip 4: Importing personnel or teachers requires identifying first and last names
Import File: CSVFileForImport.txt A
Note: A file with this name was uploaded on 5/28/2013. Click View Import Status for details. View Import Status
D
School: Gamez School
C
School Year: 2012-2013 School Year
Cancel
Save and Exit
< Back
Next >

6. Select **Next >.**

7. On the next page, you will see the results of the row validation from step 4. Rows with questionable data will be highlighted in yellow.


Import File A_B.txt
Select School
Check Rows
Check Columns
Select Data
Select Options
Review/Start Import
Row validation results
Tips and examples
E
One questionable row needs identification as the Header, data to Import, or an invalid row to Ignore
2 empty rows removed
2 duplicate rows set to Ignore
F
Col. 1
Col. 2
Col. 3
Col. 4
Col. 5
1 Header SLast SFirst Smid SGender SRace
Header
Import
Ignore
2 Bell Tamara Madeson F B
3 Benjamin Abel Vaughan M
4 Barnes Moses Lucas M C
5 Ignore Barnes Moses Lucas M C
6 Barr Gillian Kiona F
7 Britt Leo Aristotle M H
8 Blanchard Fritz David M B
9 Bell Olympia Ariana F A
10 Buck Quin Ocean F I
11 Ignore SLast SFirst SMiddle SGender SRace
Preview is limited to the first 100 valid rows.
Cancel
Save and Exit
< Back
Next >

The row validation results *will have a scroll bar at the bottom if the table is too wide to fit on the page. Only the first 100 rows of data will be shown.*

Based on the validation results, one or more of the following messages may appear above the table E:

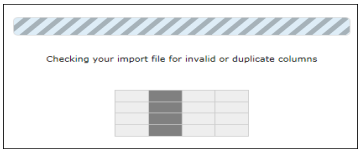
- **X row(s) removed:** One or more rows in the file have no data in them or have too many columns; these rows have been removed (they will not be imported, though they are still in the file).
- **X invalid row(s) set to Ignore:** One or more rows in the file have data, but the data is invalid. (For example, the row might have too many/too few items in it compared to the others.) These rows will be ignored during the import.

  Note: If your file uses mixed delimiters (tabs and commas, see "Delimiters" on page 266), the program will count which delimiter is used most often. Only rows using *that* delimiter will be imported; the other rows will be ignored.
- **X duplicate row(s) set to Ignore:** Two or more rows contained the same data. Only one of these rows will be included in the import; the duplicates will be ignored.

If Renaissance Place is unable to determine if the data in a row is valid or not, use the drop-down list for that row (in the left column F) to tell the software what to do with that row during the import:

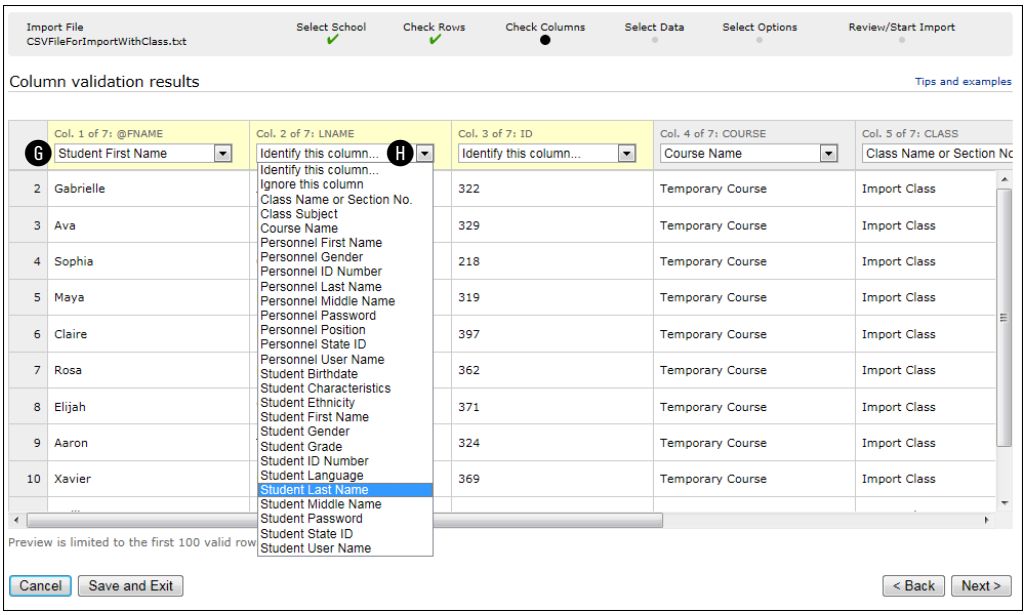
- **Header** means that the row should actually be used as the header row, which tells the software what is included in each column (this row is not imported)
- **Import** means that the data in that row should be imported
- **Ignore** means that the data in that row should not be imported

8. Select **Next >.** A progress window opens while the import file is validated a second time (examined for columns with invalid data); once this is done, the next page of the import wizard opens.



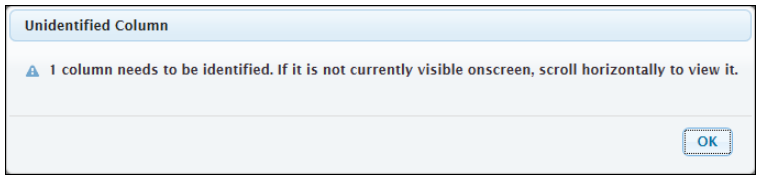
> ***The column validation results*** *will have a scroll bar at the bottom if the table is too wide to fit on the page.*

9. On the Column validation results page, the information in each row of data will be separated into columns. The top row will show the headers you are using for each column (if your data has a header row), along with a drop-down list showing what the program *believes* is the correct identification for the data in that column Ⓖ. If the program cannot figure out what the data in a column is, **Identify this column** will be shown in the drop-down list Ⓗ and the column header will be highlighted in yellow. Duplicate columns will automatically be set to **Ignore this column.**



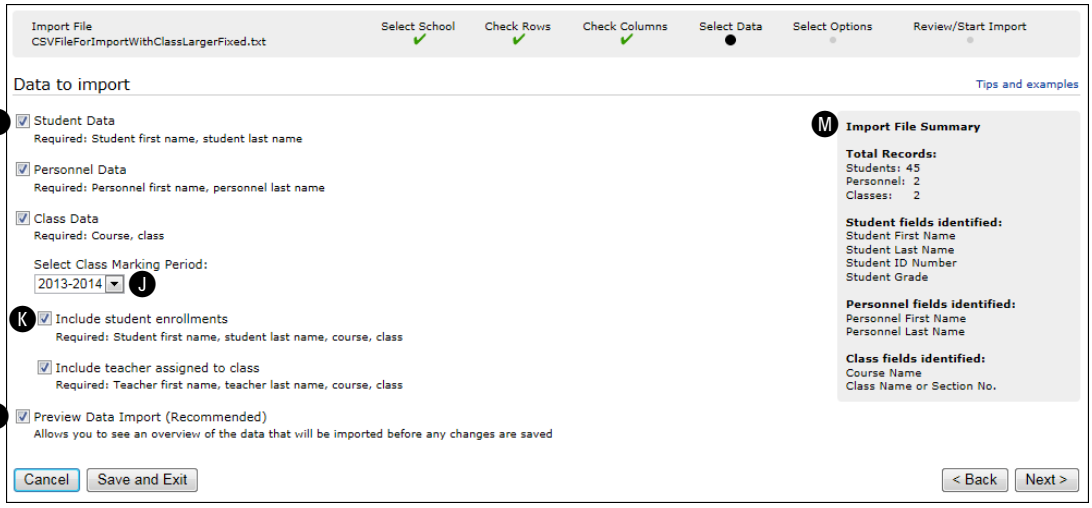
If the data in the column needs to be identified, or if the program has incorrectly identified the data, use the drop-down list to choose the correct identification. The list shows only the kinds of data that can be imported into Renaissance Place. If the data in a column is *not* one of these types, choose **Ignore this column** from the drop-down list.

The import cannot proceed until the data columns have been identified; an error message will stop you if there are still columns that require identification.


Unidentified Column
1 column needs to be identified. If it is not currently visible onscreen, scroll horizontally to view it.
OK

Select **Next >.**

10. On the Data to import page, choose the types of information that you want to include in the import. The types of information that are present in the file will automatically be selected; you cannot select a data type to import that is *not* in the file. Select **Next >.**



I The types of data in the file are automatically selected.

- If a data type is not present in the import file, that type cannot be selected.
- Remove the check mark from any data type that you do not want to import.
- Select **< Back** if you do not see the data type you want to import. Double-check the column validation results to make sure the data type *is* in the file.
- If the options you have chosen up to this point result in *no* valid data being left to import, you will be asked to review the data file.

J If the import file contains class data, you can change the marking period the data will be imported into using this drop-down list.

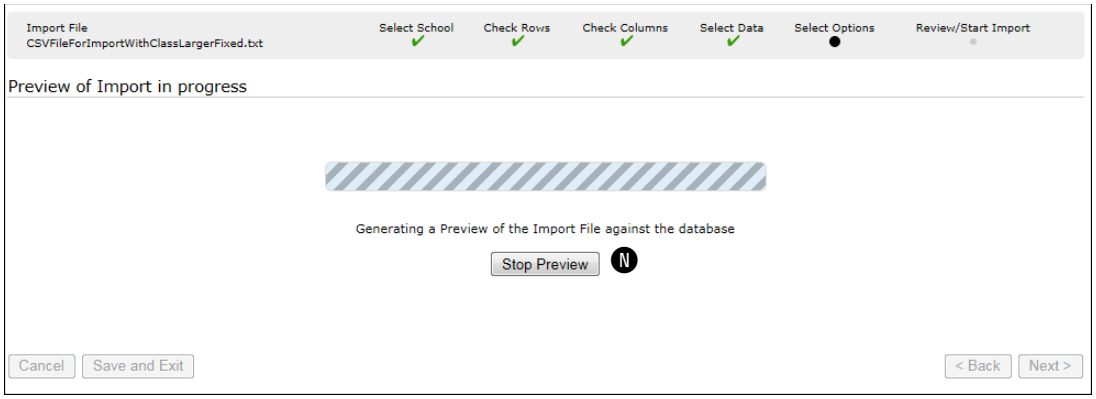
K If enrollment data has been included in the file, it can also be imported. Enrollment data is one row of data that includes a class and either a student, a personnel member, or both. See the table on the bottom of page 276 for an example of a file with enrollment data.

L Previewing is recommended because it can help you ensure that data will be imported correctly without creating unnecessary duplicates. Previewing does increase the time required for the import.

M This section shows a summary of the data found in the file—the number of records and what types of data have been identified.

Note: Remember that the program will automatically generate certain pieces of information if they are not present in the record; see table 1 on page 266.

11. If you chose the preview option, wait while the preview is generated; you can stop the preview if necessary by selecting **Stop Preview** Ⓝ.

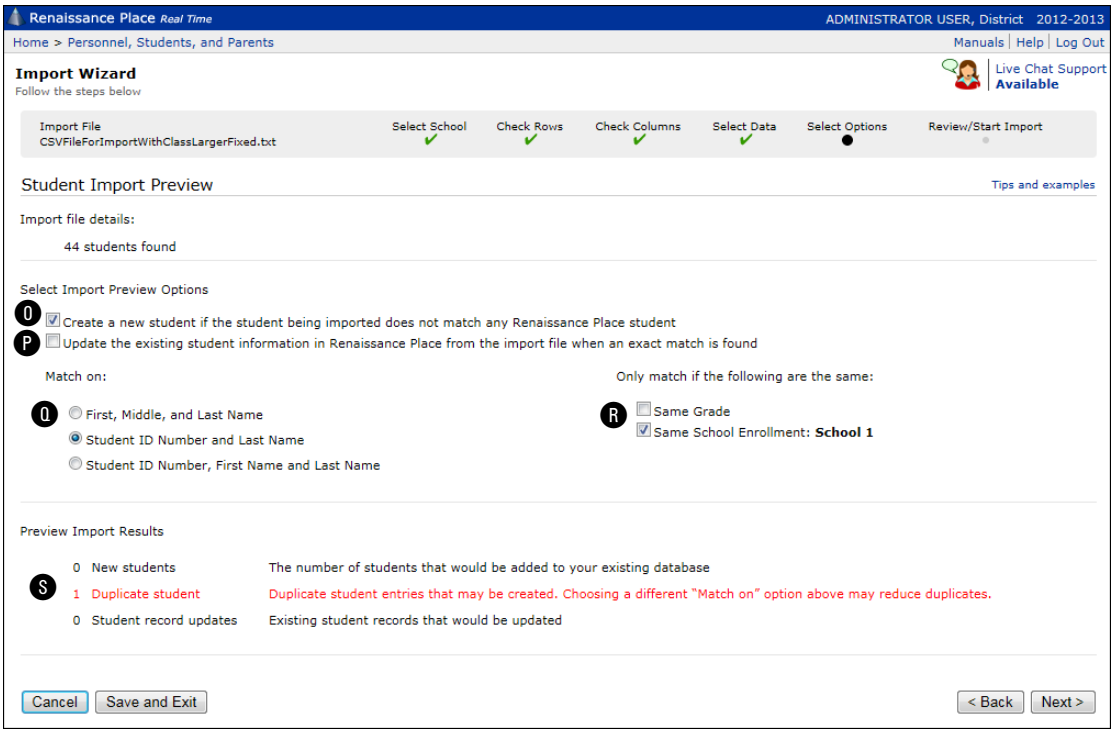


12. Next, you will see options for importing student information.

When data is imported, it is possible that a record being imported will match a record already in the database. Choose the criteria that the program should use to determine if an imported student record matches an existing record. What you see depends on whether you chose to preview the data import. (See the next two pages for more information.)

After you choose the student options, select **Next >**.

Student options if you chose to preview:


Renaissance Place Real Time
ADMINISTRATOR USER, District 2012-2013
Home > Personnel, Students, and Parents
Manuals | Help | Log Out
Import Wizard
Follow the steps below
Live Chat Support Available
Import File
CSVFileForImportWithClassLargerFixed.txt
Select School
Check Rows
Check Columns
Select Data
Select Options
Review/Start Import
Student Import Preview
Tips and examples
Import file details:
44 students found
Select Import Preview Options
O
Create a new student if the student being imported does not match any Renaissance Place student
P
Update the existing student information in Renaissance Place from the import file when an exact match is found
Match on:
Q
First, Middle, and Last Name
Student ID Number and Last Name
Student ID Number, First Name and Last Name
Only match if the following are the same:
R
Same Grade
Same School Enrollment: School 1
Preview Import Results
S
0 New students
The number of students that would be added to your existing database
1 Duplicate student
Duplicate student entries that may be created. Choosing a different "Match on" option above may reduce duplicates.
0 Student record updates
Existing student records that would be updated
Cancel
Save and Exit
< Back
Next >

N Check **Create a new student if the student being imported does not match any Renaissance Place student** if you want the program to compare students in the file to those in Renaissance Place and automatically create a new student in Renaissance Place if no match is found for a student in the file. Choose this option when your file includes new students.

O Check **Update the existing student in Renaissance Place from the import file when an exact match is found** if you want the program to use the import file to update information for existing Renaissance Place students when it finds a match. If you are importing to update enrollment records for a new school year and there are no new students, check this box, but *not* the "Create a new student" box.

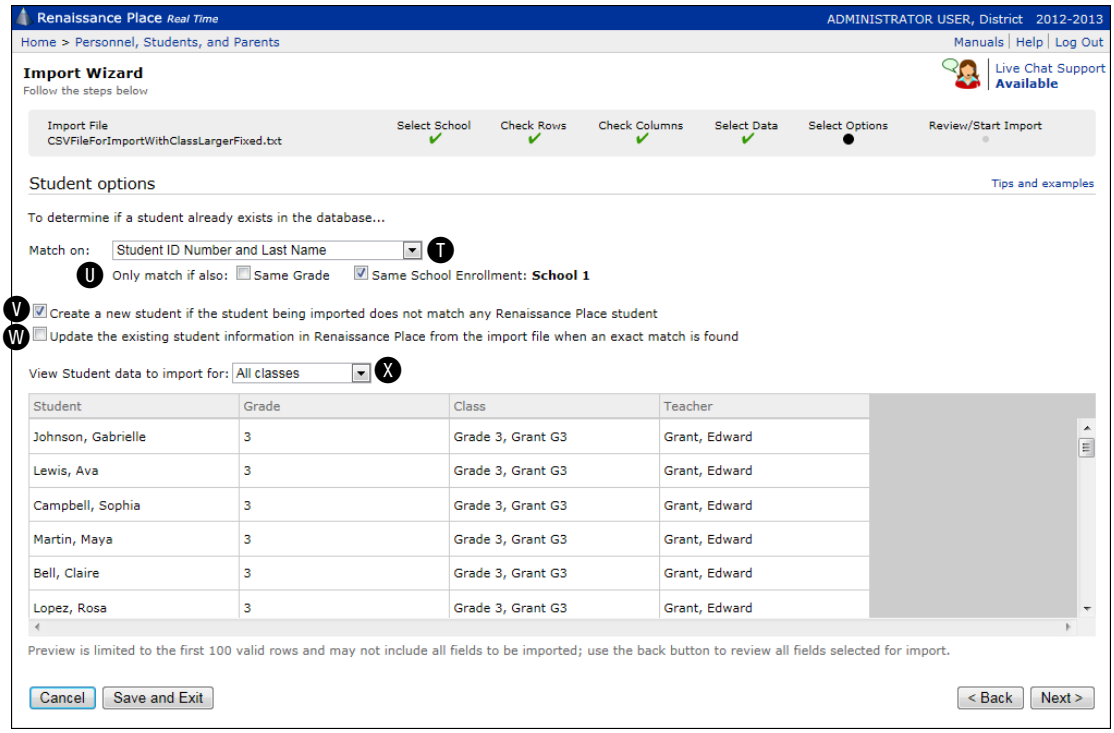
P The *primary* criteria for determining a match are chosen here, either First, Middle, and Last Name; Student ID Number and Last Name; or Student ID Number, First Name and Last Name. Note that Student IDs cannot be used as matching criteria if the records being imported don't have them.

Q If necessary, check the appropriate boxes to have students in Renaissance Place only be a match for those in the import file if the students are in the same grade or school.

Note that the school year is taken into account if the **Same Grade** option is chosen. **Example:** If the current school year is 2013–2014, and you are importing John Robert Smith (who was in grade 3 during the 2011–2012 school year) into a school where there is *another* John Robert Smith (who, in the current school year, is in grade 5), they would be considered a match. The assumption is that in the two years from 2011 to 2013, the John Robert Smith whose record is being imported would have advanced two grades, moving him from grade 3 to grade 5.

R Based on the options you choose, the bottom of the page shows how many new students would be created in Renaissance Place, how many duplicate students may result, and how many student records would be updated. Change options as needed to get the best results before you continue.

Student options if you chose *not* to preview:



S The *primary* criteria for determining a match are chosen here, either First, Middle, and Last Name; Student ID Number and Last Name; or Student ID Number, First Name and Last Name**.** Note that Student IDs cannot be used as matching criteria if the records being imported don't have them.

T If necessary, check the appropriate boxes to have the students' grade **(Same Grade)** and/or school enrollment **(Same School Enrollment)** taken into account when determining a match.

Note that school year is taken into account if the **Same Grade** option is chosen. **Example:** If the current school year is 2013–2014, and you are importing John Robert Smith (who was in grade 3 during the 2011–2012 school year) into a school where there is *another* John Robert Smith (who, in the current school year, is in grade 5), they would be considered a match. The assumption is that in the two years from 2011 to 2013, the John Robert Smith whose record is being imported would have advanced two grades, moving him from grade 3 to grade 5.

U Check **Create a new student if the student being imported does not match any Renaissance Place student** if you want the program to compare students in the file to those in Renaissance Place and automatically create a new student in Renaissance Place if no match is found for a student in the file. Choose this option when your file includes new students.

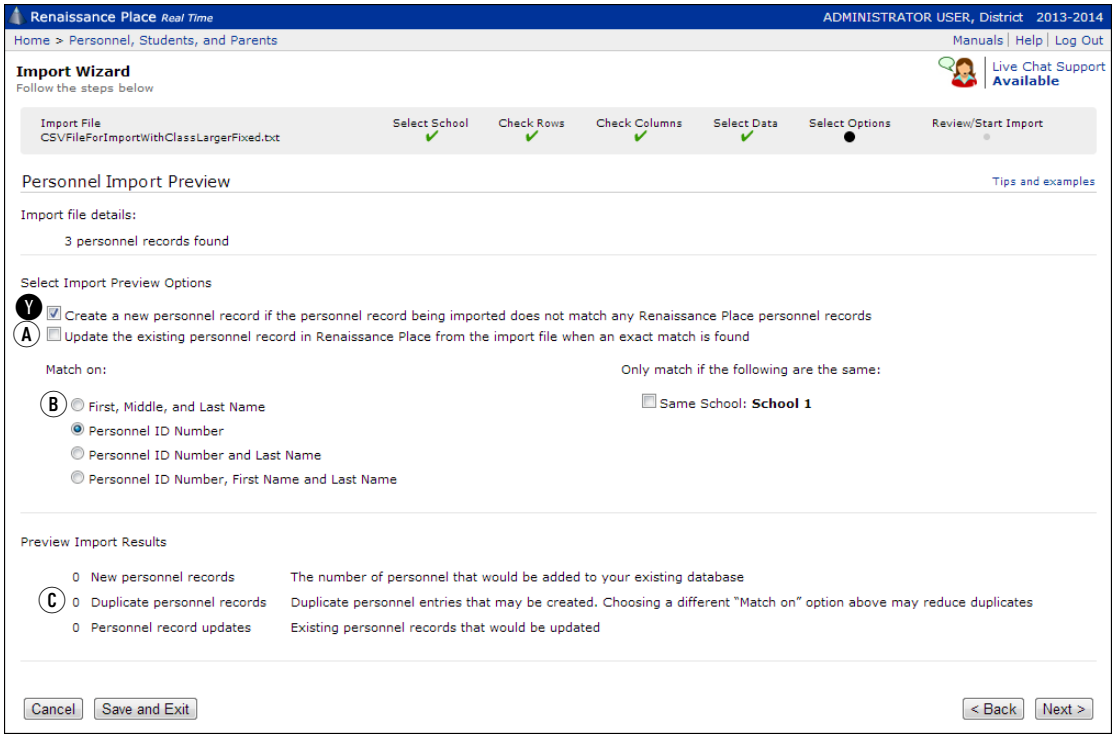
V Check **Update the existing student in Renaissance Place from the import file when an exact match is found** if you want the program to use the import file to update information for existing Renaissance Place students when it finds a match. If you are importing to update enrollment records for a new school year and there are no new students, check this box, but *not* the "Create a new student" box.

W If class data is included in the student records, you can use this drop-down list to see a preview of which students will be enrolled in which classes. If there is no class data included in the student records, this drop-down list will not appear on the page.

13. On the next page, you can choose the options that determine whether personnel in the file match those who are already in Renaissance Place. (See the screens below and on the next page.) Choose the criteria that the program should use to determine if an imported personnel record matches an existing record.

After you choose the personnel options, select **Next >**.

Personnel options if you chose to preview:


Renaissance Place Real Time
ADMINISTRATOR USER, District 2013-2014
Home > Personnel, Students, and Parents
Manuals | Help | Log Out
Import Wizard
Follow the steps below
Live Chat Support Available
Import File
CSVFileForImportWithClassLargerFixed.txt
Select School
Check Rows
Check Columns
Select Data
Select Options
Review/Start Import
Personnel Import Preview
Tips and examples
Import file details:
3 personnel records found
Select Import Preview Options
Y
Create a new personnel record if the personnel record being imported does not match any Renaissance Place personnel records
A
Update the existing personnel record in Renaissance Place from the import file when an exact match is found
Match on:
Only match if the following are the same:
B
First, Middle, and Last Name
Personnel ID Number
Personnel ID Number and Last Name
Personnel ID Number, First Name and Last Name
Same School: School 1
Preview Import Results
0 New personnel records
The number of personnel that would be added to your existing database
C
0 Duplicate personnel records
Duplicate personnel entries that may be created. Choosing a different "Match on" option above may reduce duplicates
0 Personnel record updates
Existing personnel records that would be updated
Cancel
Save and Exit
< Back
Next >

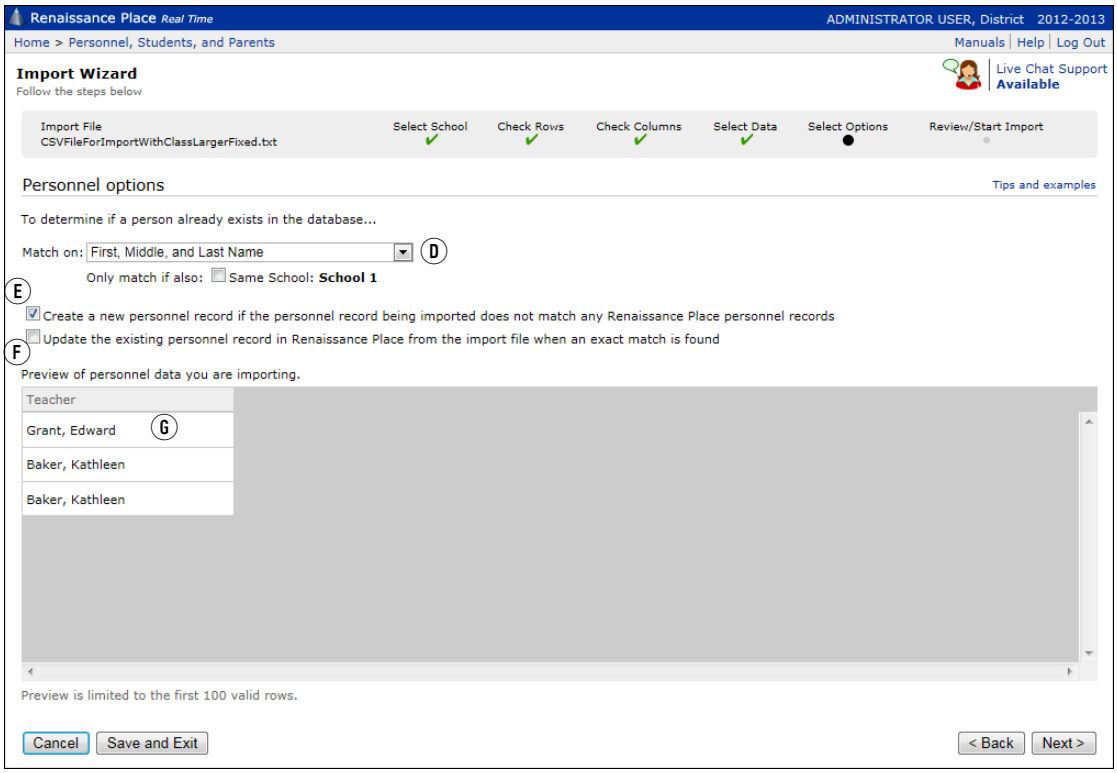
X Check **Create a new personnel record if the personnel record being imported does not match any Renaissance Place personnel records** if you want the program to compare personnel in the file to those in Renaissance Place and automatically create a new personnel record in Renaissance Place if no match is found for a personnel record in the file. Choose this option when your file includes new personnel.

Y Check **Update the existing personnel record in Renaissance Place from the import file when an exact match is found** if you want the program to update existing personnel information with the information being imported (when it finds a match).

(A) The criteria for determining a match are chosen here: First, Middle, and Last Name; Personnel ID Number; Personnel ID Number and Last Name; or Personnel ID Number, First Name, and Last Name**.** Note that Personnel IDs cannot be used as matching criteria if the records being imported don't have them.

(B) Based on the options you choose, the bottom of the page shows how many new personnel would be created in Renaissance Place, how many duplicate personnel may result, and how many personnel records would be updated. Change options as needed to get the best results before you continue.

Personnel options If you chose *not* to preview:


Renaissance Place Real Time
ADMINISTRATOR USER, District 2012-2013
Home > Personnel, Students, and Parents
Manuals | Help | Log Out
Import Wizard
Follow the steps below
Live Chat Support Available
Import File
CSVFileForImportWithClassLargerFixed.txt
Select School
Check Rows
Check Columns
Select Data
Select Options
Review/Start Import
Personnel options
Tips and examples
To determine if a person already exists in the database...
Match on: First, Middle, and Last Name
D
Only match if also: Same School: School 1
E
Create a new personnel record if the personnel record being imported does not match any Renaissance Place personnel records
Update the existing personnel record in Renaissance Place from the import file when an exact match is found
F
Preview of personnel data you are importing.
Teacher
Grant, Edward
G
Baker, Kathleen
Baker, Kathleen
Preview is limited to the first 100 valid rows.
Cancel
Save and Exit
< Back
Next >

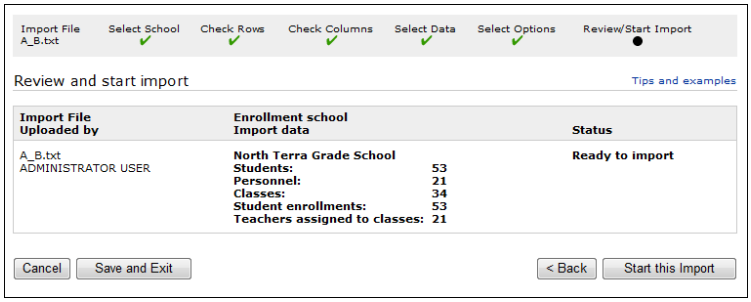
Ⓒ The criteria for determining a match are chosen here: First, Middle, and Last Name; Personnel ID Number; Personnel ID Number and Last Name; or Personnel ID Number, First Name, and Last Name**.** Note that Personnel IDs cannot be used as matching criteria if the records being imported don't have them.

Ⓓ Check **Create a new personnel record if the personnel record being imported does not match any Renaissance Place personnel records** if you want the program to compare personnel in the file to those in Renaissance Place and automatically create a new personnel record in Renaissance Place if no match is found for a personnel record in the file. Choose this option when your file includes new personnel.

Ⓔ Check **Update the existing personnel record in Renaissance Place from the import file when an exact match is found** if you want the program to update existing personnel information with the information being imported (when it finds a match).

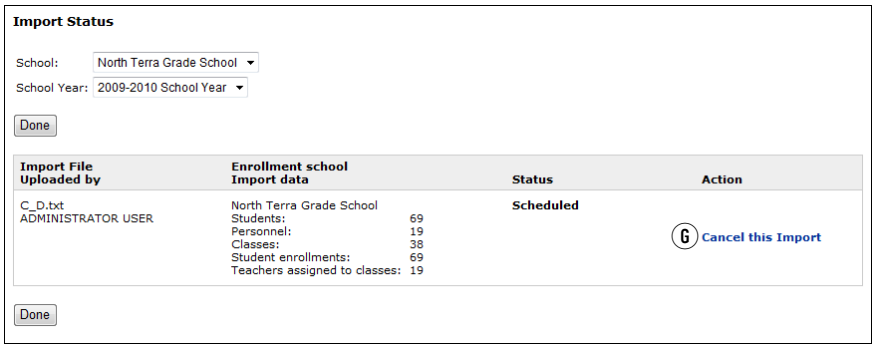
Ⓕ The bottom of the page shows you the personnel who will be imported (the first 100 valid records).

14. Review the information shown on the Review and start import page. The name of the file and the person importing it will be shown in the left-hand column. The center column shows the school where the data will be imported, along with a summary of the data. The Status column on the right will indicate if the import is ready to begin. *This is your last opportunity to change anything before starting the import;* select **< Back** if you need to return to any earlier stage of the process.

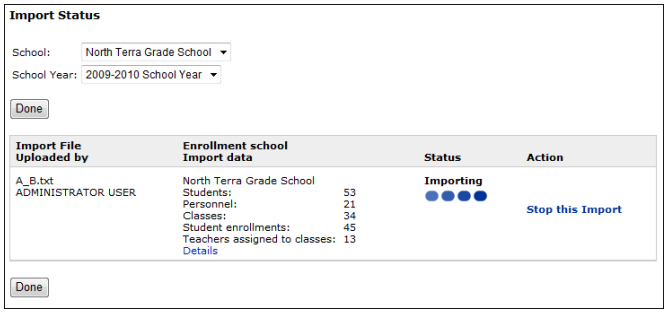


15. Select **Start this Import.**

16. For a *brief* moment, "Scheduled" may appear in the Status column before the import actually begins. If you wish to cancel the import, select **Cancel this Import**Ⓖ.

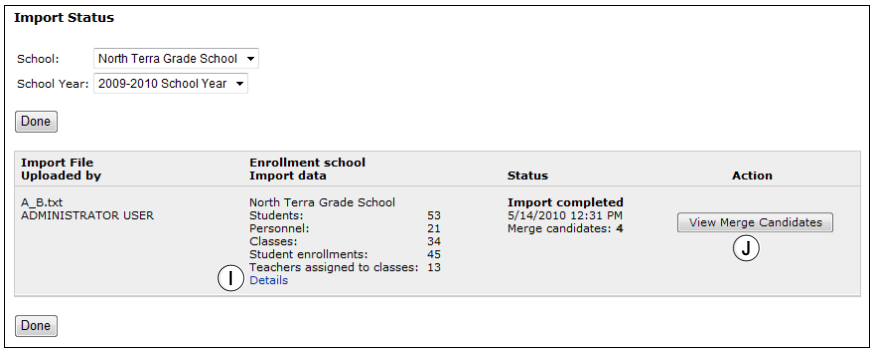


17. The Import Status window will show a progress meter while the import is taking place. If you want to stop the import before it is finished, select **Stop this import.** If you select **Stop this Import,** any data that was imported *before* you selected it will still be in the database.



***An import stopped** by selecting **Stop this Import** cannot be resumed.*

18. When the import is complete, the Import Status window will show you the status of the import.



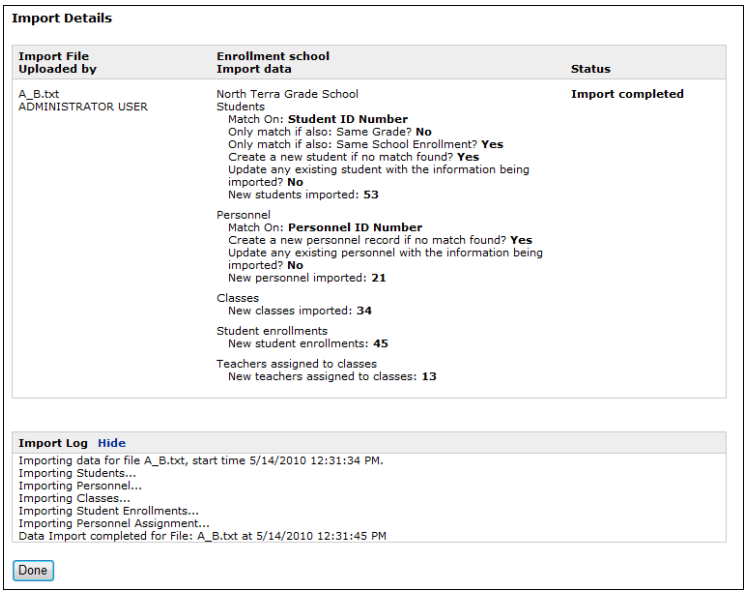
(H) Select **Details** for a more detailed description of the data that was imported, including the total number of records which were skipped or updated. The results of other recent imports will also be shown, along with any imports that need to be resumed or canceled (the most recent results will be shown first). See the following section, “Import Details.”

(I) The options you chose in step 12 told the program what to do if a student being imported matched one already in the database. If the program is not sure if two records match, they will be listed here as merge candidates. Click **View Merge Candidates** in the Action column to begin reviewing these possible matches (go to step 6 of “Merging Student Records” on page 95).

19. Select **Done** to finish the import.

Import Details

Select **Details** at the bottom of the Import Status page (see Ⓗ above) to open the Import Details page (shown below), where you can see more information about the import.


Import Details
Import File Uploaded by
Enrollment school Import data
Status
A_B.txt
ADMINISTRATOR USER
North Terra Grade School
Students
Match On: Student ID Number
Only match if also: Same Grade? No
Only match if also: Same School Enrollment? Yes
Create a new student if no match found? Yes
Update any existing student with the information being imported? No
New students imported: 53
Personnel
Match On: Personnel ID Number
Create a new personnel record if no match found? Yes
Update any existing personnel with the information being imported? No
New personnel imported: 21
Classes
New classes imported: 34
Student enrollments
New student enrollments: 45
Teachers assigned to classes
New teachers assigned to classes: 13
Import completed
Import Log Hide
Importing data for file A_B.txt, start time 5/14/2010 12:31:34 PM.
Importing Students...
Importing Personnel...
Importing Classes...
Importing Student Enrollments...
Importing Personnel Assignment...
Data Import completed for File: A_B.txt at 5/14/2010 12:31:45 PM
Done

The second column provides more information about what happened during the import. Messages will have a number after them showing how many records the message applies to. Messages relating to problems during an import will appear in red.

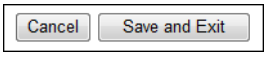
When you are finished reviewing the import details, select **Done.**

Message	Meaning
Insertions	
New students imported	New students, personnel, and/or classes were imported into the database.
New personnel imported	
New classes imported	
New student enrollments	A new student has been enrolled in a class.
New personnel positions assigned	A new personnel member has been assigned to a class.
Updates	
Existing students updated	There was new information for a student, personnel member, or class that was already in the database. The old information has been updated with the new.
Existing personnel updated	
Existing classes updated	

Message	Meaning
Existing student enrollments updated	One or more students who where already in the database have had their class enrollment information updated.
Existing personnel positions assigned	One or more personnel members who where already in the database have had their class assignment information updated.
Non-Updates	
Students not updated (no match found)	You have either chosen to update existing student/personnel records but not create new ones (when choosing options for importing students and personnel), or you have chosen to create new records and *not* update existing ones and a match has been made to an existing record.
Personnel not updated (no match found)	
Student enrollments not updated	The student record is inactive, but there is enrollment data in it. Inactive records cannot be updated.
Teachers assigned to class not updated	The personnel record is inactive, but there is class assignment data in it. Inactive records cannot be updated.
Duplicates	
Merge candidates (potential duplicate students)	A student record being imported may match a record already in the database (see page 234).
Skipped/Warning/Error	
Caused by bad data, the user stopping the import, or other non-specific errors: ▸ Students skipped ▸ Students with warnings ▸ Students with errors ▸ Personnel skipped ▸ Personnel assignments with warnings ▸ Personnel with errors ▸ Classes skipped ▸ Classes with warnings ▸ Classes with errors ▸ Enrollments skipped ▸ Enrollments with warnings ▸ Enrollments with errors ▸ Teachers with warnings ▸ Position assignments skipped ▸ Position assignments with errors	

Stopping an Import: Canceling versus Saving

Each page in the import wizard has **Cancel** and **Save and Exit** buttons.



- **Cancel:** If you need to make changes to the file after you have started importing it, select **Cancel.** This will stop the import; you will not be able to resume the import, but you *can* edit the file and then start the import over again from the beginning.
- **Save and Exit:** If you need to temporarily stop the import process and you do *not* have to make any changes to the file, select **Save and Exit.** This will save the import at its current stage, and you (or another user) can resume the import later; see the following section, “Resuming an Import.”

Resuming an Import

If at any point during an import you halt the process by selecting **Save and Exit,** the information and options you have entered up to that point will be saved. A saved import can be resumed within 30 days of the *original* date it was saved on. (Even if the import is saved, restarted on a later date, then saved again, the 30-day limit is calculated from the original save date, not the subsequent one.) After 30 days, the import will have to be started over again.

A saved import does not have to be resumed by the person who originally saved it.

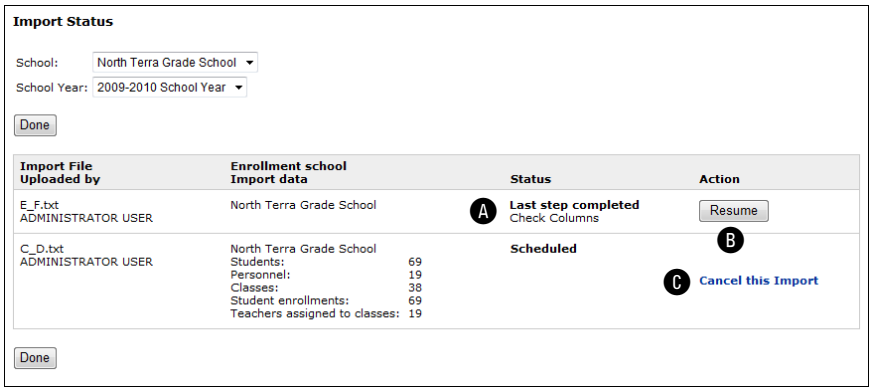
- A school administrator can resume an import saved by any other school administrator in that school.
- A district administrator can resume an import in any school in the district, regardless of who began it.

If a district administrator resumes an import that was saved by a school administrator and chooses a *different* school to import the data into (see Step 5 on page 224), the saved import will no longer appear on the View Import Status page when a school administrator at the first school opens it.

To resume an import:

1. Select **View Import Status** under Related Student Tasks on the Personnel, Students, and Parents page.

2. The Import Status window shows you the status of all imports started or finished within the past 30 days.



A The Status column will show the last step of the import process that was completed before the import was stopped.

B Select **Resume** to continue the import wizard from the point where it was stopped.

C If the server is busy, and you would prefer to cancel the import, select **Cancel this Import.** The import will be saved and can be resumed later.

- To continue the import from the point it was stopped at, select **Resume** B. See the instructions for the step you return to:

Step Resuming From	Go to...	Step Resuming From	Go to...
Selecting a school and school year	Step 5 (page 224)	Selecting matching options for students	Step 12 (page 228)
Checking row validation results	Step 7 (page 225)	Selecting matching options for personnel members	Step 13 (page 231)
Checking column validation results	Step 9 (page 226)	Reviewing and starting the import	Step 14 (page 233)
Selecting data to import	Step 10 (page 227)		

- To cancel the import, select **Cancel this Import** C.
- If you would rather import data *without* resuming a saved process, select **Done.** You will return to the first page of the import wizard (see Step 5 on page 224).

Renaissance Place Dashboard

Opening the Renaissance Place Dashboard

Select **Summary Dashboard** under Dashboards and Reporting on the Home page.

What Is Included in the Renaissance Place Dashboard

The Renaissance Place Dashboard (shown on the next page) gives administrators, staff, and teachers (both districtwide and schoolwide) a way to quickly get an overall view of how their school(s) are performing in several different areas.

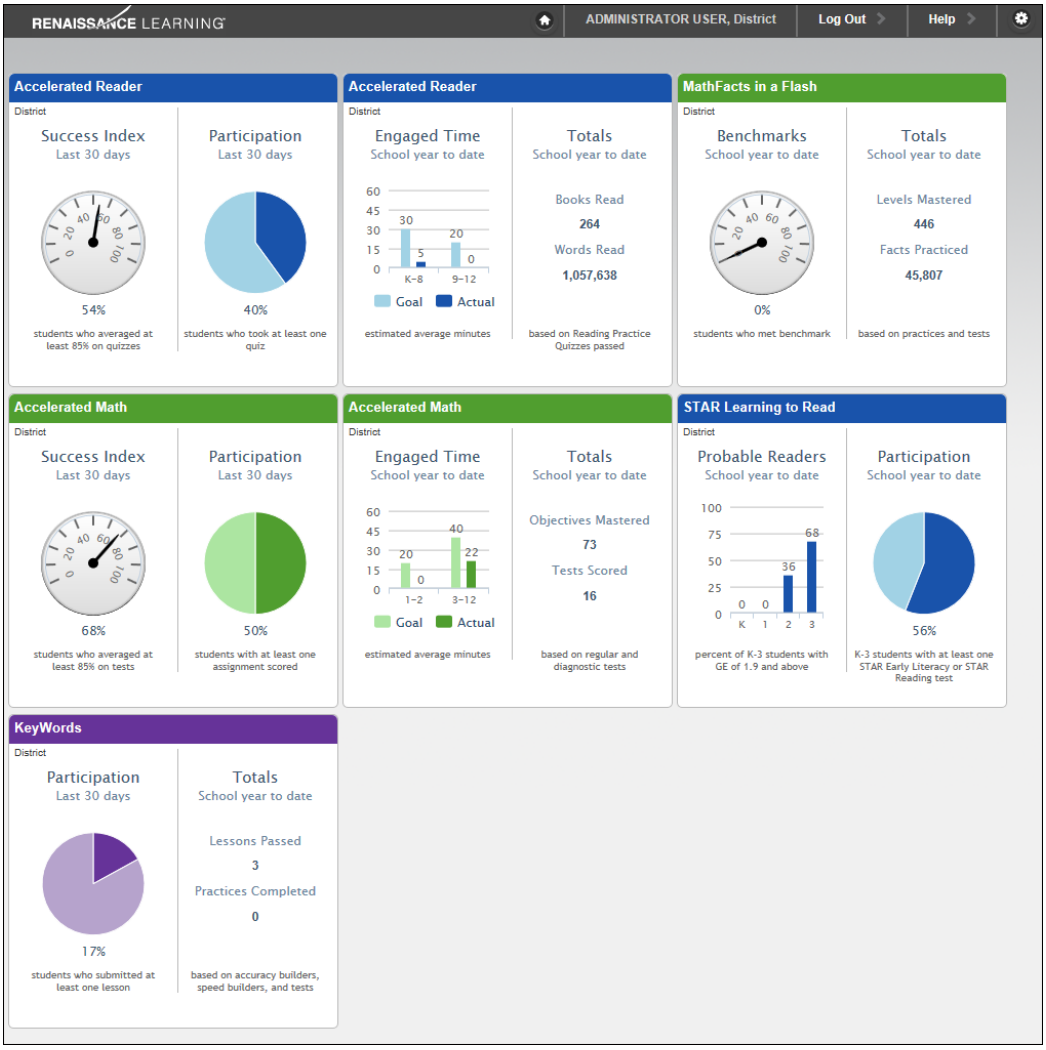
Products	Metrics Shown on the Dashboard			
Accelerated Reader	**Success Index:** Percent of students who averaged at least 85% on Reading Practice quizzes in the last 30 days.	**Participation:** Percent of students who took at least one Reading Practice quiz in the last 30 days.	**Engaged Time**[a]**:** An estimate of the number of minutes per day that students were actively engaged in reading practice during the school year to date.	**Totals:** Books read and words read in the school year to date, based on passed Reading Practice quizzes.
Accelerated Math	**Success Index:** Percent of students who averaged at least 85% on tests in the last 30 days.	**Participation:** Percent of students with at least one assignment scored in the last 30 days.	**Engaged Time:** An estimate of the number of minutes per day that students were actively engaged in learning and practicing math during the school year to date.	**Totals:** Objectives mastered and tests scored based on regular and diagnostic tests.
KeyWords	**Participation:** Percent of students who submitted at least one lesson on NEO in the last 30 days.		**Totals:** Lessons passed and practices completed in KeyWords on NEO in the school year to date.	
MathFacts in a Flash	**Benchmarks:** Percent of students that have mastered the benchmark level for their grade out of all those in MathFacts in a Flash classes.		**Totals:** Levels mastered and facts practiced based on all practices and tests taken.	
STAR Learning to Read[b]	**Probable Readers:** Percent of K–3 students who have a Grade Equivalent (GE) score[c] of 1.9 or higher.		**Participation:** Percent of K–3 students who took at least one STAR Early Literacy test or STAR Reading test during the school year to date.	

a. At least 15% of the students in a reporting group must have either a STAR Reading score or a STAR Early Literacy score before Engaged Time for Accelerated Reader can be calculated; this is also true for the district's Engaged Time for Accelerated Reader. If any of the students in the reporting group have both STAR Reading *and* STAR Early Literacy scores, the STAR Reading score is used. To obtain the most accurate Engaged Time results for the reporting group we recommend administering STAR Reading or STAR Early Literacy to all of your students.

b. STAR Learning to Read gets its metrics data from STAR Early Literacy and/or STAR Reading, whichever a school or district is using. At least one of these products must be in use in order to see STAR Learning to Read metrics (Probable Readers and Participation).

c. Grade Equivalent scores range from 0.0–12.9+. They represent how a student's test performance compares with that of other students nationally.

You can select and drag panels on the Dashboard to move them or change the order.



Who Can See the Dashboard?

You must have a current subscription for at least one of the products that appear on the Dashboard (Accelerated Math, Accelerated Reader, MathFacts in a Flash, or STAR Early Literacy and/or STAR Reading) in order to access Dashboard. (KeyWords does not require a purchased subscription. It is available when you have at least one other Renaissance Place product and when you activate your KeyWords schools.)

- District users will see the Dashboard button when at least one of these products is available for one or more schools in their district.

- School users will see the Dashboard button when at least one of these products is available for one or more schools they are assigned to.
- Teachers will see the Dashboard button when at least one of these products is available for one or more schools they are assigned to and they are a teacher for at least one class with that product.

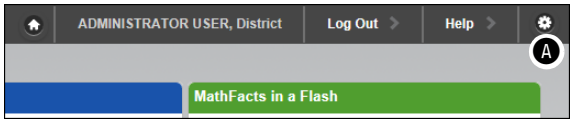
How Often Is Dashboard Data Updated?

The data on the Dashboard is updated nightly, except for the Totals, which are updated periodically between 7 AM and 6 PM during the day.

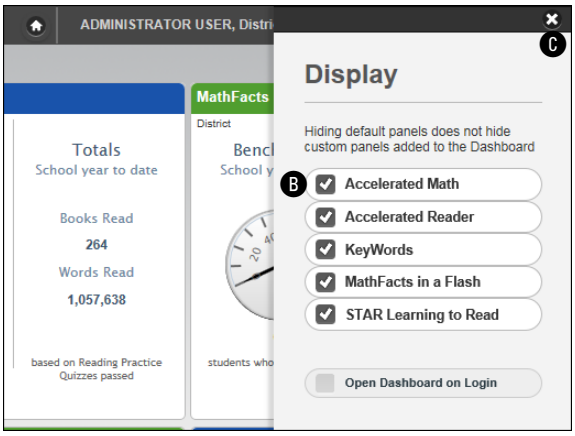
Choosing Which Products to View on the Dashboard

If you don't want to see all of the products on the Dashboard, you can follow these steps to choose which ones to view. Note that the settings have no effect on the custom charts that you add to the Dashboard (see page 243).

1. In the Dashboard, select the settings button in the upper-right corner of the page Ⓐ.



2. In the settings, check or uncheck the products as needed. Checked products Ⓑ will be shown in the Dashboard; those that are not checked will not be shown.

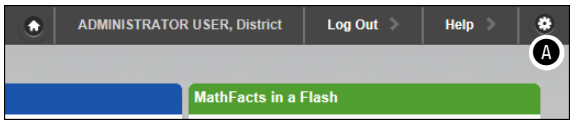


3. When you have finished, select **X** Ⓒ to close the Display settings. The Dashboard will only show the panels that you have checked.

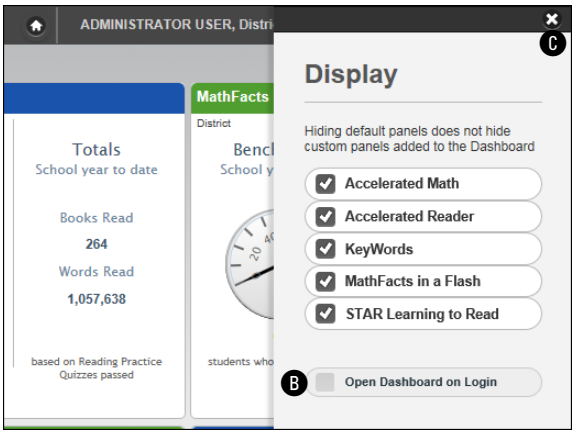
Opening the Dashboard Automatically When You Log In

If you want the Dashboard to open automatically whenever you log in, follow these steps:

1. In the Dashboard, select the settings button in the upper-right corner of the page Ⓐ.



2. In the settings, check **Open Dashboard on Login** Ⓑ.

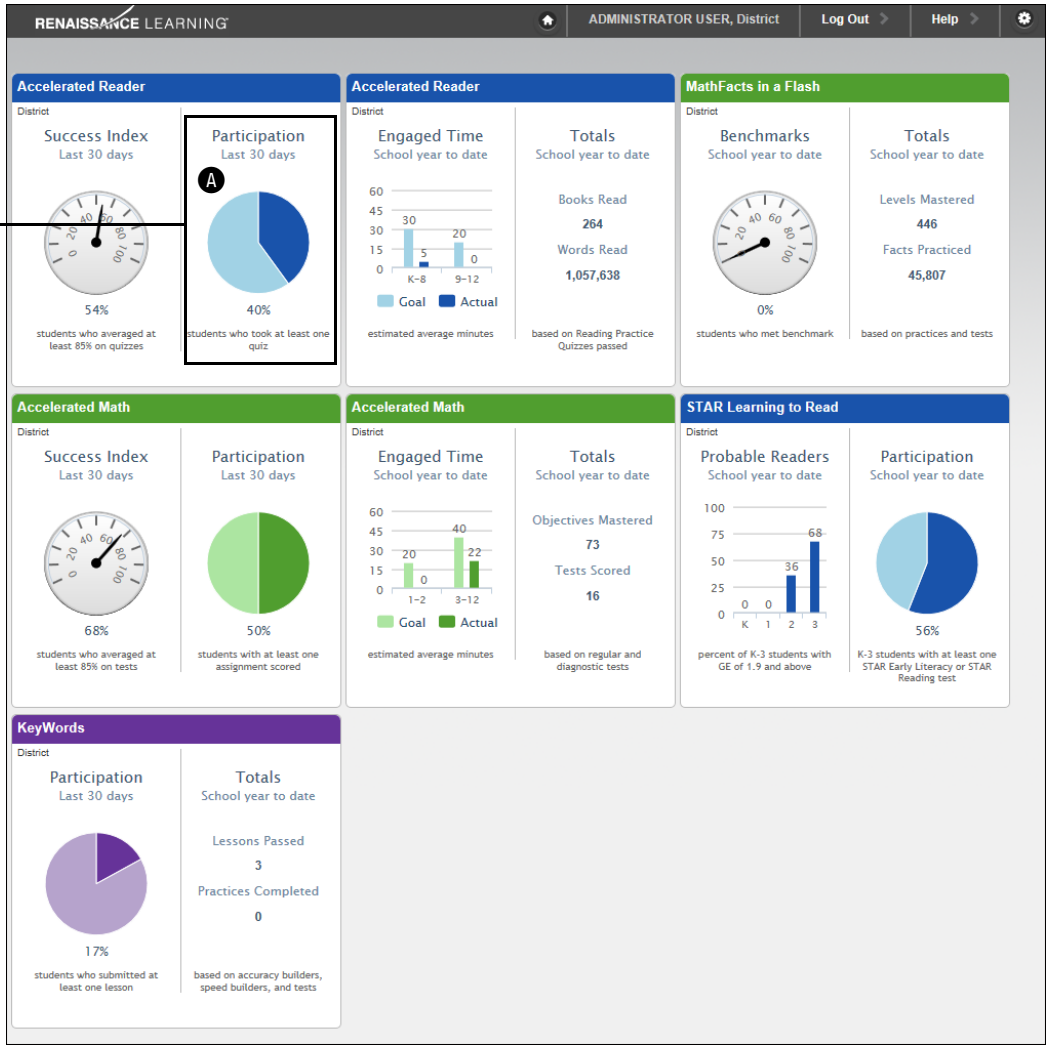


3. Select **X** Ⓒ to close the Display settings. The next time you log in to Renaissance Place, the Dashboard will open automatically.

Creating (and Printing) Custom Views in the Dashboard

By selecting one of the buttons on the Dashboard home page Ⓐ, you can also create custom views.

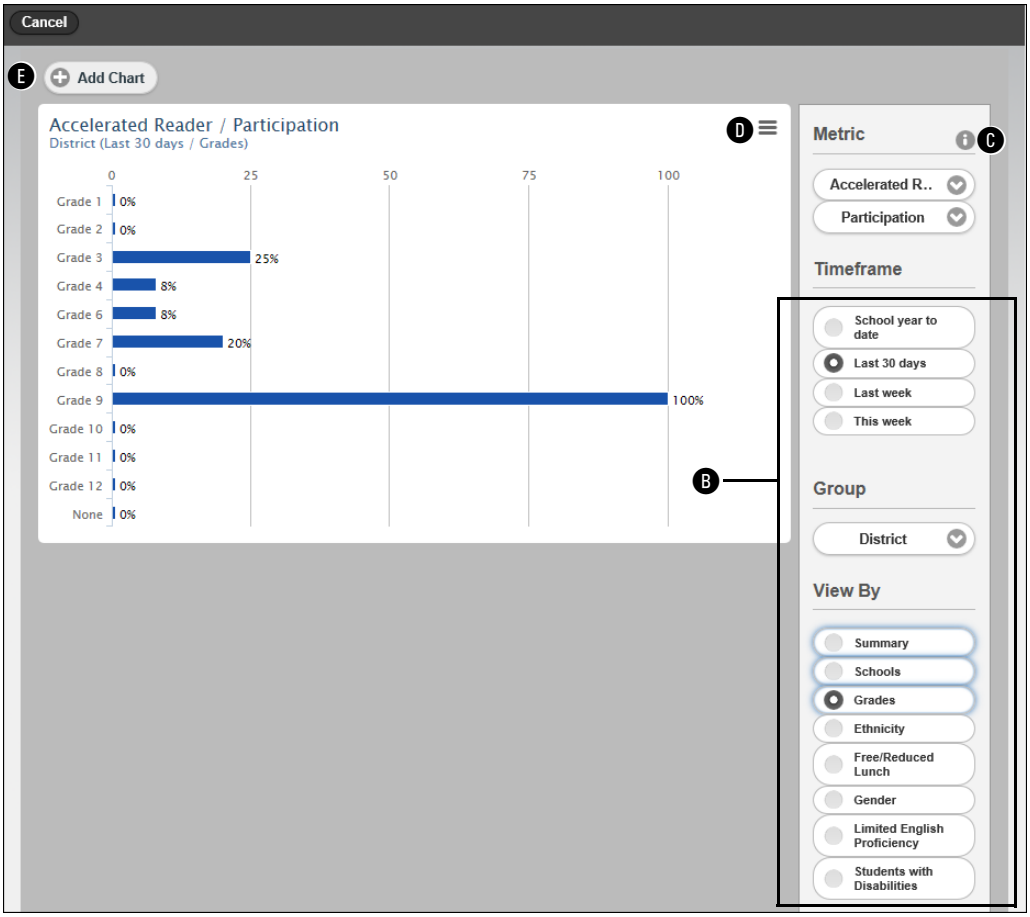
Selecting one of these panels Ⓐ will take you to a page where you can see more in-depth, customizable data.



This sidebar menu Ⓑ allows you to choose options. Select the information button Ⓒ for detailed explanations of the metrics.

If you would like to print the chart, select Ⓓ and choose **Print chart**. This option is not available on some tablet devices.

Select **Add Chart** Ⓔ to add the chart you have customized to the Dashboard.



Once you have created one of these specialized views, you can save it as a window on your Dashboard home page so that it will be visible to you every time you return to the Dashboard. For an example, see the next page.

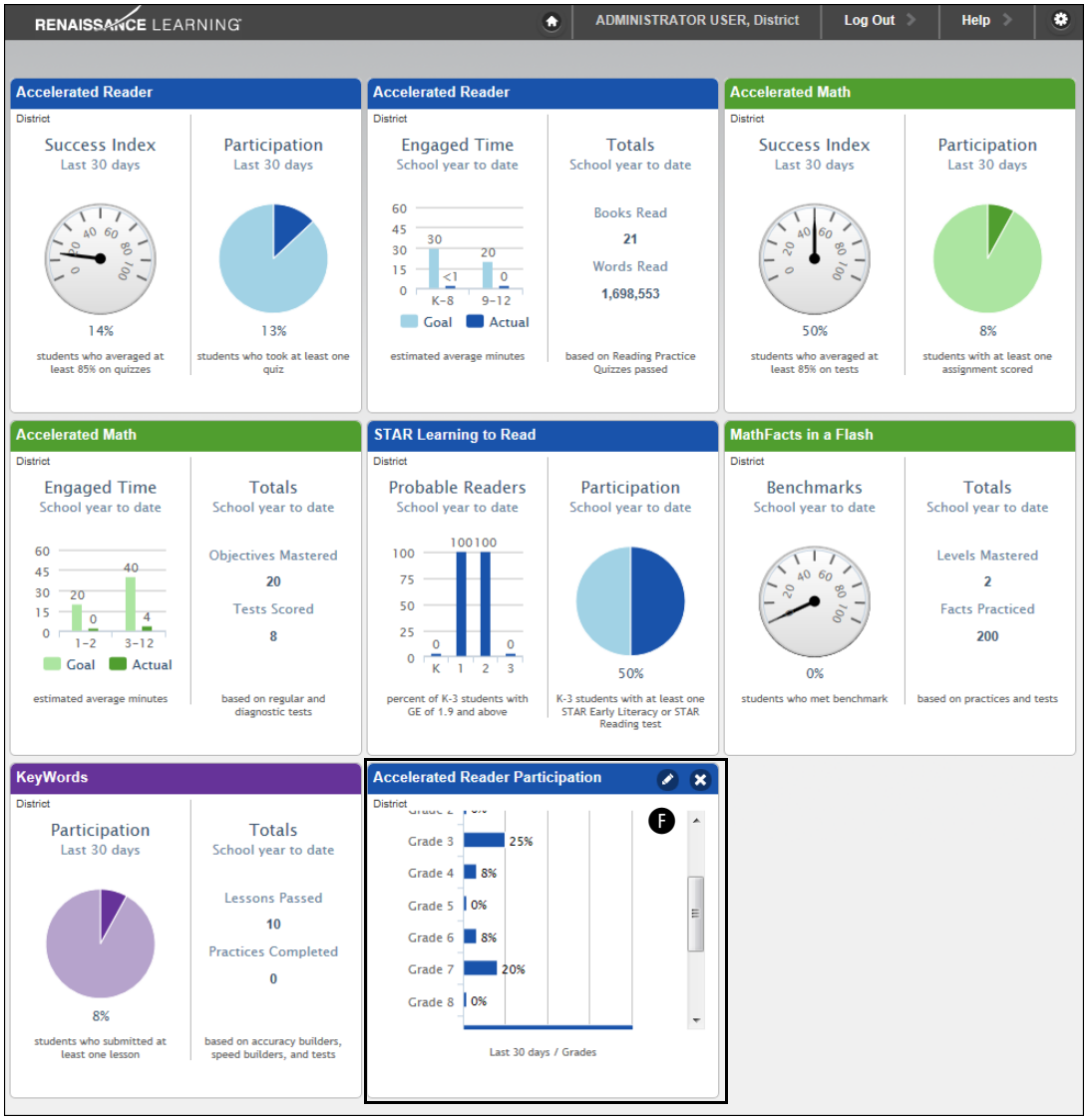
For custom panels that you have added to the Dashboard, you can:

- Select to change view options, then select **Update Chart** to save your changes.
- Select to remove the panel from your Dashboard.

These options are not available for the standard panels on the Dashboard.

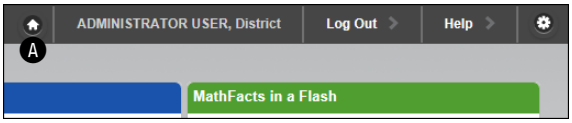
For more information about using Dashboard, select **Help** in the upper-right corner of the Dashboard.

In this example, the user has created a custom window Ⓕ showing the Accelerated Reader Participation for each grade for the last 30 days.



Going Back to the Home Page

To leave the Dashboard and go back to the Renaissance Place Home page, select the Home icon Ⓐ at the top of the page.



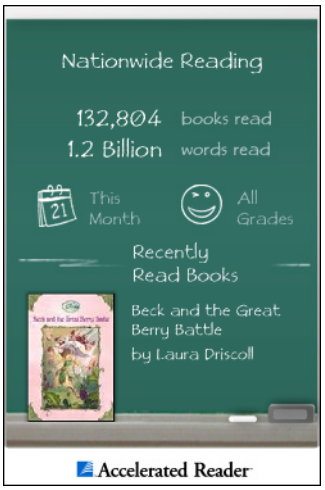
Widgets

A widget is a few lines of HTML code that you can add to a website to display students' Renaissance Place data. Widgets are a fun, visual way to display up-to-date information. Use widgets to share students' Accelerated Reader Quiz activity with staff, students, parents, and the community. Five themes allow you to customize the appearance of the widget.

Widgets can be created to display Nationwide, District, or School data. You can also view widgets on an iPhone™ or iPod touch® by downloading the K12 Activity app from the App Store℠.

The widget shows the following information:

- Whether it is a Nationwide, District, or School Widget
- Number of books read in timeframe (from passed quizzes)
- Number of words read in timeframe (from passed quizzes)
- The timeframe (daily, weekly, monthly, or year-to-date) during which these numbers are gathered
- Titles of recently read books representing the most recent Accelerated Reader Quizzes passed in your district, school, or grade



Where to Find Widgets

Who Can Do This?

- ☑ District Administrators
- ☐ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

On the Home page, district administrators can select **Widgets** Ⓐ. You will go to the Widgets website where you can create widgets in the gallery.

For more information about using Widgets, select the **About** tab and review the Help or Frequently Asked Questions on the Widgets website.

Progress Pulse

What Is Progress Pulse?

Progress Pulse is available on teachers' Renaissance Place Home page. Teachers select **Progress Pulse** on the Home page to open it.

Progress Pulse is a cloud-based tool for classroom response. Teachers use Progress Pulse to ask their students questions quickly and easily, in order to:

- Engage the students.
- Assess the students' understanding of material.
- Gauge students' reactions and opinions of class material.

Progress Pulse may be used with any web-enabled device (such as a mobile phone, tablet, laptop, and/or desktop computer. Any teacher who is assigned to a class in Renaissance Place that has students enrolled can use Progress Pulse.

How to Use Progress Pulse

1. On the Home page, select **Progress Pulse**.
2. If the Choose Your Class option appears, select a class, then select **Done**. (This is only required if you have more than one class.)
3. Once the Progress Pulse session opens, have your students log in to Renaissance Place. (For information on finding student user names and passwords, see page 92.)
4. Once the students are logged in, have them select **Progress Pulse**.
5. At your computer, select the type of question you want to ask: **True or False**, **Multiple Choice**, **Numeric Response**, **Short Answer**, or **Opinion**.
6. Ask your question.
7. Have your students respond. As they do, you will see:
   - The number of participants connected
   - The percentage of participants who have responded
   - The number of students who have not responded (awaiting responses)
   - The responses from the students (the number of responses is shown beside the response icon 0)
8. Now, you can do one of the following:
   - You can choose the correct answer to wrap up the question (or your opinion for Opinion questions). Students will see the correct answer you

Character limits: *Numeric-response questions are limited to 10 digits (no letters, symbols, or spaces); students can enter a decimal point and/or negative numbers. Short-answer questions are limited to 30 alphanumeric characters, including symbols and spaces.*

choose and their own response (not other students' answers). You will go back to the main screen, where you can choose to ask another type of question.

- You can select **Clear Response** to clear all students' answers. Students can then answer again, or you can ask another question of the same type.
- Select **Back** to go back to the main screen.

9. To end the session and return to Renaissance Place, select **Exit**.

   If you are still on a question type page, first select **Back**. Then, select **Exit**.

   When you exit Progress Pulse, students are returned to the student Home page.

Troubleshooting

- As a teacher, when I select Progress Pulse, I see this message: "To use Progress Pulse, you must be assigned to a class. Please see your Renaissance Place administrator."

  You are not assigned to a current class or your class does not have students enrolled in it. Ask your Renaissance Place administrator to assign you to your class.

- When students select Progress Pulse, they see this message: "Ask your teacher to start Progress Pulse."

  You (the teacher) have not started a Progress Pulse session, or students selected Progress Pulse before your session started. Have the students try again after you start the session.

- Students are not connecting to Progress Pulse or not seeing the response page.

  The student and teacher should each select the teacher icon at the bottom of the screen to verify that they have the correct class selected. You should see a course name, a class name, and a teacher name.

  If the wrong class is selected, select **Start Over**. (Note that if a teacher selects Start Over, any students connected to that session are returned to the Home page.)

Subscriptions and Student Capacity

The sections on the following pages describe how to view subscription and student capacity information about your registered products.

About Student Capacity

If you purchase additional student capacity *from Renaissance Learning, or when you renew your subscription, Renaissance Learning will automatically update the software once the order has been processed. You can purchase additional capacity on the Renaissance Place website.*

Each of the Renaissance Place products you have registered at your school has a student capacity. The student capacity is the number of students who can use the product during the subscription period or during the school year. Capacity is used when a student performs a task in the product, such as taking an Accelerated Reader quiz or a STAR test.

Capacity (the student limit) is purchased for each individual school; however, a district can choose to pool their individual school capacities together. This is called District-Shared capacity. District-Shared capacity is only available when all schools are on the same Renaissance Place site and the product license types (models) and subscription dates match. In a District-Shared capacity situation, the subscriptions are treated as a single pool, and any school that is sharing the capacity can use those seats on a first-come, first-served basis.

District-Shared capacity has no effect on subscription usage—a student uses a subscription seat in each school in which the student logs in and works in the product.

Students Enrolled in Multiple Schools

Students may be enrolled in more than one school and may use the same product in each school. These students will be counted toward the capacity limit for each school where they use a product (for example, if they take an Accelerated Reader quiz or a STAR test).

Viewing Subscriptions and Capacity

Who Can Do This?

☑ District Administrators
☑ District Staff
☑ School Administrators
☑ School Staff
☑ Teachers

Learn more about capabilities on page 56.

Follow these steps to see your product subscriptions, including subscription dates, the overall capacity purchased and used, and the capacity used by each school.

1. On the Home page, select **Product Administration**.
2. Select **View Subscriptions and Capacity**. The page that opens next shows your subscription and capacity information when available.

Learning Standards

Who Can Do This?

☑ District Administrators
☐ District Staff
☐ School Administrators
☐ School Staff
☐ Teachers

Learn more about capabilities on page 56.

Follow these steps to set the Learning Standards used by STAR products, the Reading Dashboard, and Accelerated Math 2.0.

1. On the Home page, select **Product Administration**.
2. Select **Set Learning Standards**.
3. Use the drop-down lists to choose the Learning Standards that you want to use for Reading and Math.

   Reading sets the standards for STAR Reading, STAR Custom, and the Reading Dashboard.

   Math sets the standards for STAR Math, Accelerated Math 2.0, and STAR Custom.

   The **Science** standards shown are used for STAR Custom.
4. Select **Save** when you have finished making your changes. (If you don't want to save your changes, select **Cancel**.)

Setup and Maintenance

The Setup and Maintenance links let you:

- download supporting software (see page 29)
- manage live chat support availability (see page 9)
- use the Data Editing Restrictions preference to limit editing of information on the server (see the instructions below)

Set the Data Editing Restrictions Preference

Who Can Do This?

☑ District Administrators
☐ District Staff
☐ School Administrators
☐ School Staff
☐ Teachers

Learn more about capabilities on page 56.

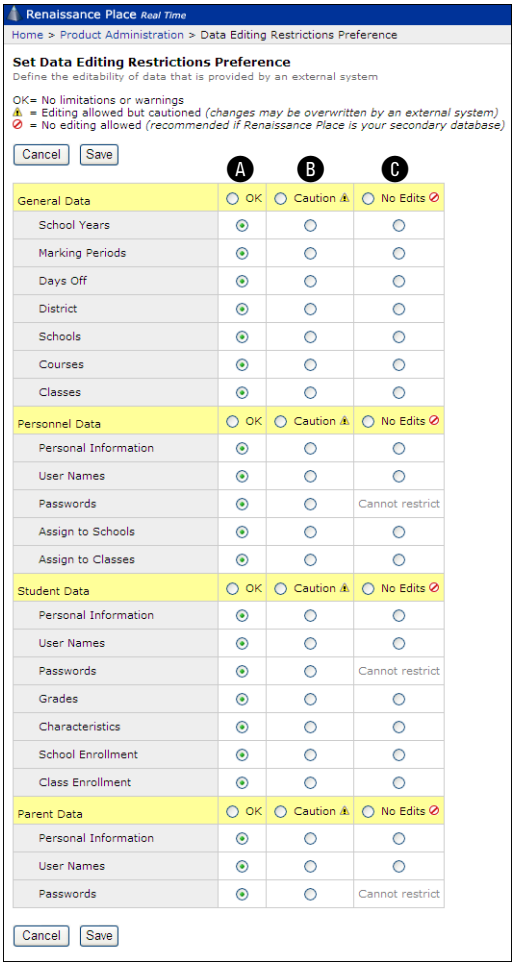
The district administrator can follow these steps to limit the information that can be changed or added in Renaissance Place, including information about the district, schools, school years, personnel, students, parents, courses, or classes.

This feature is useful if you are using SIF (Schools Interoperability Framework) or RDI (Renaissance Data Integrator), synchronizing information in your Renaissance Place database with the information in another database. You may want to limit editing in Renaissance Place because you regularly update this information from the primary database.

Follow these steps to restrict or warn users who are attempting to edit data:

1. On the Home page, select **Product Administration**.
2. Select **Set Data Editing Restrictions Preference** under Setup and Maintenance on the Product Administration page.

3. For each of the items on the next page, you have three choices:



   - **OK** Ⓐ: Select this option to allow editing without restrictions or warnings. This is the default option, and it is the one you should use if you are not updating the information from another source.
   - **Caution** Ⓑ: Select this option by any item to allow your personnel to edit the data. Users will see ⚠ next to items they try to edit to remind them that changes may be erased when the data is synchronized to the primary database.
   - **No Edits** Ⓒ: Select this option by any item to prevent changes to it. Users will see ⊘ next to items they cannot edit, and the links will not be available.

4. Select **Save** when you have finished making changes.

Access and Security

The following procedures describe how to control access to your server to keep it secure. You can set how many unsuccessful logins are allowed before an account is locked, limit access to your server to computers with certain IP addresses, determine if students can search for their user names, require parents who request access to answer a security question, and view and respond to parent requests for access to the server.

Set Login Attempts Allowed

Who Can Do This?

- ☑ District Administrators
- ☐ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

To prevent those who don't have user names and passwords from using someone else's user name and guessing the password, Renaissance Place will lock a personnel, student, or parent account if someone tries to log in with the wrong password too many times in a row.

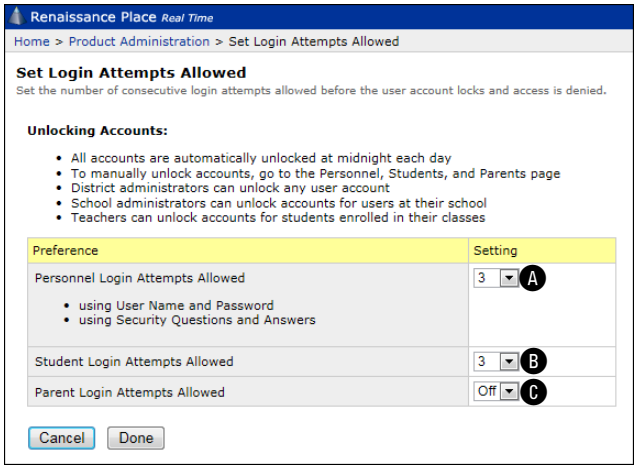
When an account is locked, that person cannot log in. Renaissance Place automatically unlocks all locked accounts at midnight daily, but you can also clear locks manually as needed. To find the steps for unlocking accounts:

- For personnel, see page 86.
- For students, see page 126.
- For parents, see page 135.

The default limit for incorrect passwords is three. By following these steps, you can change this limit or choose to turn the limit off so accounts never become locked.

1. On the Home page, select **Product Administration**.
2. Select **Set Login Attempts Allowed** under Access and Security on the Product Administration page.
3. In each drop-down list, choose the number of login attempts to allow (for personnel—Ⓐ on the next page, students Ⓑ, and parents Ⓒ), or choose **Off** if you don't want this type of account to ever be locked.

   Note: For personnel, this also sets the number of times that personnel can attempt to answer a security question when resetting their password; for more information, see page 71.


Renaissance Place Real Time
Home > Product Administration > Set Login Attempts Allowed
Set Login Attempts Allowed
Set the number of consecutive login attempts allowed before the user account locks and access is denied.
Unlocking Accounts:
All accounts are automatically unlocked at midnight each day
To manually unlock accounts, go to the Personnel, Students, and Parents page
District administrators can unlock any user account
School administrators can unlock accounts for users at their school
Teachers can unlock accounts for students enrolled in their classes
Preference
Setting
Personnel Login Attempts Allowed
using User Name and Password
using Security Questions and Answers
3
A
Student Login Attempts Allowed
3
B
Parent Login Attempts Allowed
Off
C
Cancel
Done

4. Select **Save** to save your changes.

Security Options for Students and Parents

Who Can Do This?

- ☑ Server Administrator
- ☑ District Administrators
- ☐ District Staff
- ☐ School Administrators
- ☐ School Staff
- ☐ Teachers

Learn more about capabilities on page 56.

Renaissance Place has four settings that deal with the access your students and parents have to the program:

- **Restrict Student Workstations:** This setting allows you to identify which computers should be able to access Renaissance Place. If you don't specify IP addresses for the computers you want students to use, students may be able to access the program from any computer that has an Internet connection—even from home, which is a violation of your site license.
- **Provide Student Login Assistance:** If a student forgets his or her user name, the student can select **Find User Name** to find it. This setting allows you to turn this link off so that students will be unable to search for user names (their own or others').
- **Allow Parent Access:** This setting determines whether or not parents are allowed to log in to Renaissance Place. If **Do Not Allow** is chosen, the Renaissance Place Welcome screen will not provide a link for parents to select so they can log in to the software, even if they have a user name and password. Only links allowing students and teachers/administrators to log in will be shown.
- **Ask Parent Security Question:** This setting allows you to require an answer to a security question when parents request access to the program (see page 131 to find out how parents request access). All parents will be asked the same question. The answer to the security question can help you make sure that the student's parent or guardian is really the person requesting access. (Information that you have on file may help you decide what question to ask.)

Follow these steps to change the security settings:

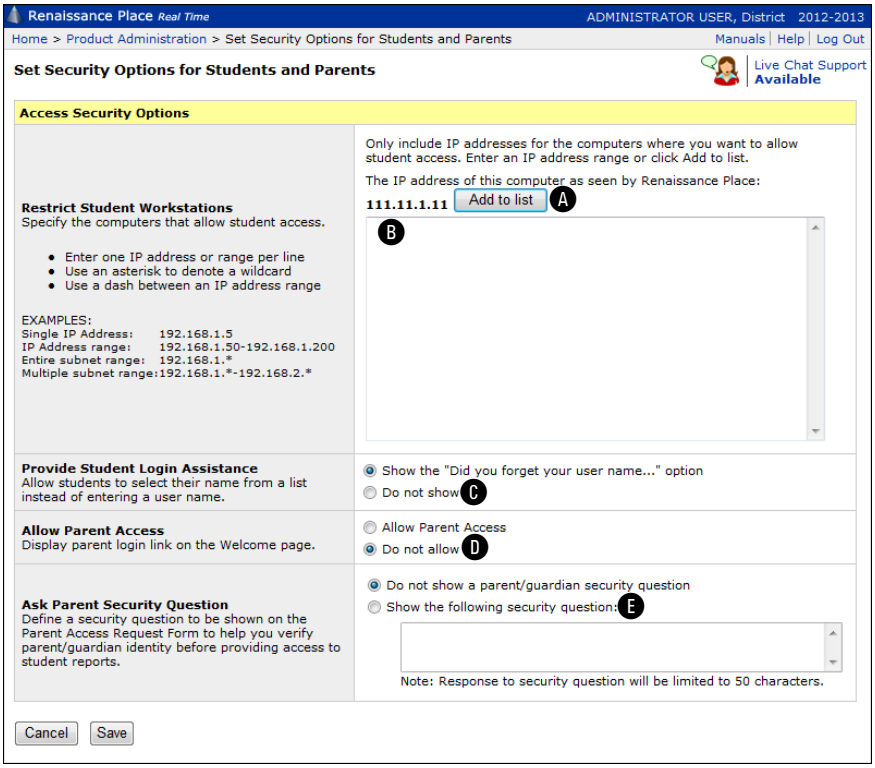
1. On the Home page, select **Product Administration**.
2. Select **Set Security Options for Students and Parents** under Access and Security on the Product Administration page. The Set Security Options for Students and Parents page opens.
3. If you want to limit which computers students can use to log in to Renaissance Place, use the Restrict Student Workstations settings. Restrictions are set using the IP address that identifies each computer accessing the server—you identify the addresses (or ranges) of computers where students *should* be able to use Renaissance Place software.

   Just above the field for entering the IP addresses, a message will show you the IP address of the computer you are using now. If it is not in the list, you will see an **Add to list** button Ⓐ; select it to add this computer to the list of those that students can use to access Renaissance Place. If this computer's IP address is already in the list, the message will tell you that.

   To enter other IP addresses, select in the field Ⓑ and type them. You can specify one IP address (one computer), a range of addresses for computers in your school or district, or one or more subnet ranges (IP addresses that start with the same numbers).

Restricting student work to your school IP addresses is strongly recommended. *If you do not enter IP addresses to restrict where student work is allowed, students can quiz from any computer connected to the internet, even from home, which is a violation of your site license.*

Note: Be sure to use the external, not internal, IP addresses when you set the restrictions. For more help with this, see the Knowledge Base article at http://support.renaissance.com/techkb/techkb/6873121e.asp.


Renaissance Place Real Time
ADMINISTRATOR USER, District 2012-2013
Home > Product Administration > Set Security Options for Students and Parents
Manuals | Help | Log Out
Set Security Options for Students and Parents
Live Chat Support Available
Access Security Options
Restrict Student Workstations
Specify the computers that allow student access.
Enter one IP address or range per line
Use an asterisk to denote a wildcard
Use a dash between an IP address range
EXAMPLES:
Single IP Address: 192.168.1.5
IP Address range: 192.168.1.50-192.168.1.200
Entire subnet range: 192.168.1.*
Multiple subnet range: 192.168.1.*-192.168.2.*
Only include IP addresses for the computers where you want to allow student access. Enter an IP address range or click Add to list.
The IP address of this computer as seen by Renaissance Place:
111.11.1.11
Add to list
A
B
Provide Student Login Assistance
Allow students to select their name from a list instead of entering a user name.
Show the "Did you forget your user name..." option
Do not show
C
Allow Parent Access
Display parent login link on the Welcome page.
Allow Parent Access
Do not allow
D
Ask Parent Security Question
Define a security question to be shown on the Parent Access Request Form to help you verify parent/guardian identity before providing access to student reports.
Do not show a parent/guardian security question
Show the following security question:
E
Note: Response to security question will be limited to 50 characters.
Cancel
Save

4. If you don't want students to be able to search for user names, select **Do not show** for the Provide Student Login Assistance setting C. (For more information about how students search for user names, see page 37.)
5. If you don't want parents to be able to log in to Renaissance Place, select **Do not allow** for the Allow Parent Access setting D.
6. If you want to require parents who request access to the program to answer a security question, select **Show the following security question** E for the Ask Parent Security Question setting and enter the question in the blank field below.
7. Select **Save** to save your changes.

Process Access Requests from Parents

Who Can Do This?
☑ District Administrators
☑ District Staff
☑ School Administrators
☐ School Staff
☐ Teachers
Learn more about capabilities on page 56.

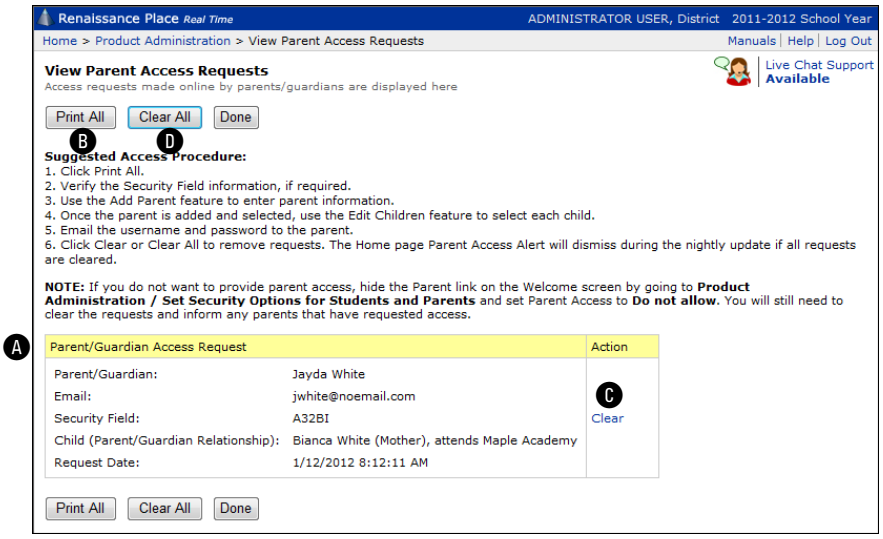
Parents and guardians automatically have access to Renaissance Place when you:

- Add the parents in the software (see page 129)
- Assign children to the parents (see page 133)
- Give the parents the address to the server and their user names and passwords (you set the user name and password when you add the parents)

If you have a parent who isn't in the database and who wants to have access to the parental information and reports, he or she can request access; see page 131. The district administrator, district staff, and school administrator can follow these steps to view the requests.

1. On the Home page, select **Product Administration**.
2. Select **View Parent Access Requests** under Access and Security on the Product Administration page. The next page lists the parents who have requested access to the software. The list includes the parent's name and email and the children for whom the parent is requesting access. If you required the parent to answer a security question (see page 255), the list also includes each parent's answer to that question.

If you have an Enterprise subscription to Accelerated Math, Accelerated Reader, or MathFacts in a Flash, Renaissance Home Connect is a better option for parents. *In Renaissance Home Connect, parents can see information about the work done by their children in Renaissance Place and receive email updates. For more information about Renaissance Home Connect, on the Home page, select* ***Renaissance Home Connect****, then* ***What Is Renaissance Home Connect****.*


Renaissance Place Real Time
ADMINISTRATOR USER, District 2011-2012 School Year
Home > Product Administration > View Parent Access Requests
Manuals | Help | Log Out
View Parent Access Requests
Access requests made online by parents/guardians are displayed here
Live Chat Support Available
Print All
Clear All
Done
B
D
Suggested Access Procedure:
1. Click Print All.
2. Verify the Security Field information, if required.
3. Use the Add Parent feature to enter parent information.
4. Once the parent is added and selected, use the Edit Children feature to select each child.
5. Email the username and password to the parent.
6. Click Clear or Clear All to remove requests. The Home page Parent Access Alert will dismiss during the nightly update if all requests are cleared.
NOTE: If you do not want to provide parent access, hide the Parent link on the Welcome screen by going to Product Administration / Set Security Options for Students and Parents and set Parent Access to Do not allow. You will still need to clear the requests and inform any parents that have requested access.
A
Parent/Guardian Access Request
Action
Parent/Guardian: Jayda White
Email: jwhite@noemail.com
Security Field: A32BI
Child (Parent/Guardian Relationship): Bianca White (Mother), attends Maple Academy
Request Date: 1/12/2012 8:12:11 AM
C
Clear
Print All
Clear All
Done

A This list shows information each parent entered when requesting access. You can use the parent's email address to respond to the request. If the parent answered a security question, the answer will appear in this list, and you can verify the information.

B Click **Print All** if you want to print the requests.

C Click **Clear** in the row for a parent to remove that parent's request from the list, either because you have granted the request by adding the parent and giving the parent the address, user name, and password, or because you have decided to deny the request.

D Click **Clear All** if you want to remove all requests from the list. Make sure you have checked and responded to all requests before you do this.

3. Select **Done** when you're ready to close this page.

Troubleshooting and FAQs

Use this section to find:

- solutions to issues you might experience
- answers to frequently asked questions

For further assistance, please see “Need More Help?” on page 10.

Issues

I’ve added my classes, but I can’t see them in the reports, Assignment Book, or Record Books for my products, and when students log in, they see a message saying they are not enrolled.

If teachers and products are assigned, *check the school year dates in the top-right corner of the page (after your name) to make sure you’re working in the correct school year.*

The classes may not have a primary teacher or products assigned in Renaissance Place.

View the class information to make sure a primary teacher is listed and products are selected (see page 143). If any of this information is missing, select the class name to edit the class, and select a primary teacher and the products that the class will use.

If the classes already have primary teachers, you can select the products for all classes in a course by following the steps on page 148.

Some students are seeing messages that say their accounts are locked when they try to log in, or personnel and parents are seeing messages about invalid user names and passwords.

This happens when a person tries to log in too many times with an incorrect password. To set the number of incorrect logins allowed, see page 254. To unlock accounts, see the steps for the type of user:

- For personnel, see page 86.
- For students, see page 126.
- For parents, see page 135.

When I log in to Renaissance Place after someone else on a computer, the previous person’s user name is shown at the top of the page after I log in.

This happens when your browser cache settings are set to never check for newer versions of stored pages. Change this to “Automatically” or “Once per session.” To find out how to change the cache settings for your browser, see the browser’s help.

When I try to add a student, the page says the user name or ID already exists.

It is possible that the student is already in the software but is not currently assigned to a school (so the student's record is inactive). To find the student, see "Reactivating a Student" on page 124.

If the other student is not found when you search students who are not a school, try searching in all schools on the View Students page and entering just the ID or user name.

The same student is in the software more than once.

This can happen if you have more than one person adding students to the software or if you have imported students from multiple files. You can use the Merge Student Records feature to compare the two records and decide whether to merge them or delete one. See "Merging Student Records" on page 94.

When I print a report from Renaissance Place, either the page is blank or there is a printer error.

The most common reason for this is that you are selecting the printer icon in the browser tool bar or choosing a print command from the File menu instead of selecting the Adobe Reader print button just above the report.

If you are using Adobe Reader X or XI and you do not see the Adobe Reader toolbar with the print icon, the toolbar might be hidden; for more information about how to see the toolbar, go to http://support.renlearn.com/techkb/techkb/6075229e.asp.

My administrator has given me extra capabilities or links, but I do not see the links for the tasks in the software.

When you are given extra capabilities that aren't normally available for people with your position, you may see a drop-down list on the Home page. If you have this drop-down list, try choosing a different role, then look for the links again. A School or District role typically gives you more links than the Teacher role.

For more information about the drop-down list, see "Switching Roles from the Home Page" on page 6.

Students who are working in the software see messages about another window or popup blocking software.

Popup blocking software sometimes prevents Accelerated Reader quizzes, MathFacts in a Flash practices and tests, and STAR tests from loading properly. When this happens, students may see messages telling them:

- to return to another window even though one is not available, or
- that popup blocking software may have caused a problem

If you haven't specifically installed popup blocking software, it may have come with a browser toolbar you may have installed, your browser, or anti-virus software. Change the settings of your software or uninstall unwanted toolbars to prevent these problems. For more information, see http://support.renlearn.com/techkb/techkb/4751376e.asp.

Some links in the software have a yellow triangle with an exclamation point next to them, or they are not available and a red circle with a line through it appears next to them.

This happens when your program administrator has set restrictions on which data can be changed.

means this task is allowed, but cautioned because your changes may be overwritten by another system, such as RDI (see page 264).

 means this task is ***not*** allowed.

For more information on editing restrictions, see "Set the Data Editing Restrictions Preference" on page 252.

Frequently Asked Questions (FAQs)

How do I print students' user names and passwords?

See page 92.

How do I see personnel user names and passwords?

For all personnel, you can see their user names by viewing the person's information; see page 67.

Personnel who have forgotten their user names can retrieve them if they have previously entered their email address on the Login Settings page and verified the address; see page 72. (They can also reset their password; see page 71.)

Administrators cannot see personnel passwords, but by editing personnel information, they can reset them (if the person cannot reset a password); see page 74.

How do I give users the ability to do tasks in the software that they don't have links for right now?

You do this by changing capabilities in Renaissance Place. Do one of the following:

- To change the capabilities for one person, see page 78.
- To change the capabilities for new personnel that you will be adding but have not added yet, see page 59.
- To change the capabilities for groups of personnel who are already in the software, see page 61.

For more information about capabilities, see page 56.

Which capability must be assigned to allow teachers to enroll students in classes?

Grant the Manage Courses and Classes capability. However, please note that teachers who have this capability can also do the following:

- Assign or unassign products from any and all classes in their school.
- Add or remove team teachers from any and all classes in their school.
- Enroll or unenroll students in any and all classes in their school.
- Create new courses and classes in their school (valid for all other users to see and use).
- Delete courses in their school (which will delete all classes associated with the course).

How do I make a class available in a specific product, such as Accelerated Reader?

View the class information to make sure that the class has a primary teacher assigned and products assigned (see page 143). If you need to change the primary teacher or products, edit the class (see page 150). You can also assign products to all classes in a course (see page 148).

What is RDI, and how does it affect what I should add in Renaissance Place?

RDI stands for Renaissance Data Integrator. It is a service that gets your Renaissance Place courses, classes, assigned teachers, and enrolled students from your school information system. If your school or district uses RDI, you should check with the person who administers Renaissance Place at your district or school before you add or change Renaissance Place classes, courses, students, or personnel. Any changes you make to this information could be overwritten the next time RDI runs.

How do I keep students from taking Accelerated Reader quizzes or STAR tests at home?

You can set up IP restrictions to limit this type of student work to the computers at your school. For more information, see "Security Options for Students and Parents" on page 255.

These restrictions will prevent students from doing school work from home in any of the Renaissance Place products.

However, IP restrictions will ***not*** prevent students from working in Renaissance Home Connect if it is available to your district or school. Students will still be able to use Renaissance Home Connect to view the results of their past work in Accelerated Math, Accelerated Reader, and MathFacts in a Flash. They may also be able to score Accelerated Math practices and exercises at home if the class preferences allow this, and they can do home practice of their MathFacts in a Flash levels. For more information about Renaissance Home Connect, on the Home page, select **Renaissance Home Connect**, then select **What Is Renaissance Home Connect**.

Can I export data from Renaissance Place to use with other programs or for custom reports?

Yes, you can do this by creating a flat file export. For more information, see "Exporting Students" on page 117.

Appendix A: Preparing Files for Data Import

The easiest way to make sure your file is formatted correctly *is to use the template that you can download from the Select Import File page.*

Before you begin importing information using Renaissance Place (see "Importing Spreadsheet, Comma-Separated, or Delimited Data Files" on page 223), Renaissance Learning *strongly* recommends that you examine the files to make sure the data is formatted properly and that there are no errors which could cause problems during the import.

The following pages outline the features a file needs to have in order to be a valid import file. There are 25 types of data that can be included in an import file. These 25 types of data fall into three categories: *student data, personnel data,* and *class data.*

Student Data		Personnel Data	Class Data
▸ Student Birthdate ▸ Student Characteristics ▸ Student Ethnicity ▸ **Student First Name** ▸ Student Gender ▸ Student Grade ▸ Student ID ▸ Student Language ▸ **Student Last Name**	▸ Student Middle Name ▸ Student Password ▸ Student State ID ▸ Student User Name	▸ **Personnel First Name** ▸ Personnel Gender ▸ Personnel ID ▸ **Personnel Last Name** ▸ Personnel Middle Name ▸ Personnel Password ▸ Personnel Position ▸ Personnel State ID ▸ Personnel User Name	▸ **Class Name or Section Number** ▸ Class Subject ▸ **Course Name**

Not every type of data needs to be in a record being imported, but for each category, certain information is required (in **bold** text above):

- Records with student data must have the student's first and last names.
- Records with personnel data must have the personnel member's first and last names.
- Records with class data must have the class name and the course name.
- **Note:** If certain types of data are *not* included in a record, Renaissance Place will automatically generate them when the records are imported. See the table on the next page.

Table 1: Data Automatically Generated If Not Present in Records

For these records...	... if this data is *not* in the record...	...Renaissance Place will create the data in the following manner (and add it to the record during the import)
Student Records	Student User Name	The student's first initial and the first four letters of the student's last name are used. If there are duplicates, a number is added until a unique user name is found. *Example:* Jane Smithers would be **jsmit;** John Smithers would be **jsmit2.**
	Student ID	The student's user name is used for the ID. If there are duplicates, a number is added until a unique ID is created. *Example:* Mark Watson is already in the database (user name **mwats,** ID **mwats2**). Mary Watson is imported with no user name or ID. Her user name would be **mwats2;** her ID would be **mwats3.**
	Student Password	All students without passwords will be given the same default password: **abc.**
Personnel Records	Personnel User Name	The personnel member's first initial and entire last name are used. If there are duplicates, a number is added until a unique user name is found. *Example:* Ralph Jones would be **rjones;** Rhonda Jones would be **rjones2.**
	Personnel ID	Personnel member's user name is used for the ID.
	Personnel Password	Personnel members use their user names as the password the first time they log into Renaissance Place. They will be asked to create a new password at that time.

File Structure

Delimiters

Data in Excel files (.xls or .xlsx) is arranged in a grid, with one record per row and each row broken up into several columns. Each cell in a row has a single piece of information in it, and all the pieces in a row together compose a record.

In plain-text (.txt) and comma-separated values (.csv) files, there are rows for the data, but no columns. In order to separate the pieces of information in a row from one another, you need to have a *delimiter* after each piece, either a tab or a comma. The presence of a delimiter means "this is the end of this piece of data; another piece follows." Multiple delimiters are equivalent to empty cells.

In the following examples, *» is used to represent a tab character.*

Adams			11/3/01	= Adams,,,11/3/01 *or* Adams» » »11/3/01

Whichever delimiter you use in a file, it is advisable to use the same delimiter *throughout* the entire file.

Headers

The first row in your data file should be a header row. This row does not have any student, personnel, or class data in it; instead, it has codes that *identify* the data in each column. Use the following codes for the information in your data files:

Table 2: Data Codes

Student Data	Personnel Data	Class Data
▸ Student Birthdate: **SBirthday** ▸ Student Characteristics: **SCharacteristics** ▸ Student Ethnicity: **SRace** ▸ Student First Name: **SFirst** ▸ Student Gender: **SGender** ▸ Student Grade: **SGrade** ▸ Student ID: **SID** ▸ Student Language: **SLanguage** ▸ Student Last Name: **SLast** ▸ Student Middle Name: **SMiddle** ▸ Student Password: **SPassword** ▸ Student State ID: **SStateID** ▸ Student User Name: **SUserName**	▸ Personnel First Name: **TFirst** ▸ Personnel Gender: **TGender** ▸ Personnel ID: **TID** ▸ Personnel Last Name: **TLast** ▸ Personnel Middle Name: **TMiddle** ▸ Personnel Password: **TPassword** ▸ Personnel Position: **TPosition** ▸ Personnel State ID: **TStateID** ▸ Personnel User Name: **TUserName**	▸ Class Name or Section Number: **Class** ▸ Class Subject: **Subject** ▸ Course Name: **Course**

In Excel files, each header should be in its own cell at the top of the appropriate column. In .txt or .csv files, add the delimiters you are using between the headers:

SFirst	SLast	SUserName	SGrade

```
= SFirst,SLast,SUserName,SGrade
= SFirst»  SLast»  SUserName»  SGrade
```

If the records you are importing do not have a certain type of data, you do not need to include a header/column for that type of data. Either of the examples above would be a suitable header row for records being imported that *only* contain students' first names, last names, user names, and grades.

Data Specification Tables

Each of the 25 types of data has its own rules for format, maximum characters allowed, abbreviations used, and so on. The following tables describe these rules. "Required" means that if this type of data is included in the record (student, personnel, or course/class), it *must* meet these minimums. For example, if your records include personnel data, the personnel members' first and last names must be in the record.

Table 3: Student Data

Header	Data Type	Maximum Length	Format	Required	Comment
SBirthday	Birth Date	10	mm/dd/yyyy	No	–
SCharacteristics	Characteristics	1,000	dash (-) separated character string	No	See Table 6, "Student Characteristics," on page 269.
SRace	Ethnicity	1	character	No	See Table 7, "Ethnicity," on page 270.
SFirst	First Name	35	character	Yes	–
SGender	Gender	1	character	No	See Table 8, "Gender," on page 270.
SGrade	Grade	5	character or numeric	No	See Table 9, "Student Grade," on page 270.
SID	ID	20	character or numeric	No	–
SLanguage	Language	3	character	No	See Table 10, "Language," on page 271.
SLast	Last Name	35	character	Yes	–
SMiddle	Middle Name	35	character	No	–
SPassword	Password	20	character or numeric	No	–
SStateID	Student State ID	50	character or numeric	No	–
SUserName	User Name	50	character or numeric	No	–

Table 4: Personnel Data

Header	Data Type	Maximum Length	Format	Required	Comment
TFirst	First Name	35	character	Yes	–
TGender	Gender	1	character	No	See Table 8, “Gender,” on page 270.
TID	ID	20	character or numeric	No	–
TLast	Last Name	35	character	Yes	–
TMiddle	Middle Name	35	character	No	–
TPassword	Password	20	character and numeric	No	By default Renaissance Place requires at least one number in staff passwords.
TPosition	Position	1	character	No	See Table 11, “Personnel Position,” on page 271.
TStateID	Personnel State ID	50	character or numeric	No	–
TUserNam e	User Name	50	character or numeric	No	–

Table 5: Class Data

Header	Data Type	Maximum Length	Format	Required	Comment
Class	Class Name or Section Number	50	character or numeric	Yes	–
Subject	Subject	6	character	No	See Table 12, “Course/Class Subjects,” on page 271.
Course	Course Name	100	character or numeric	Yes	–

Table 6: Student Characteristics

Code	Characteristic	Code	Characteristic
ADA	Americans with Disabilities (ADA)	LEP	Limited English Proficiency (LEP)
AR	At-Risk Students	MG	Migrant
BIL	Bilingual Education	NA	Non-Resident Alien
ESL	English as a Second Language (ESL)	PD	Physically Disabled

Table 6: Student Characteristics (Continued)

Code	Characteristic	Code	Characteristic
FL	Free Lunch	RL	Reduced-Price Lunch Program
GT	Gifted/Talented	SE	Special Education
LD	Learning Disabled	T1	Title I

Table 7: Ethnicity

Code	Ethnicity	Code	Ethnicity	Code	Ethnicity
I	American Indian or Alaska Native	H	Hispanic		None Specified (blank)
A	Asian or Pacific Islander	M	Mixed		
B	Black	C	White		

Table 8: Gender

Code	Gender
M	Male
F	Female
U	Unassigned[a]

a. This is the default if gender is not specified.

Table 9: Student Grade[a]

Code[b]	Grade	Code	Grade	Code	Grade
N/A	Not Applicable	3	Grade 3	9	Grade 9
EE	Early Education	4	Grade 4	10	Grade 10
Pre-K	Pre-Kindergarten	5	Grade 5	11	Grade 11
K	Kindergarten	6	Grade 6	12	Grade 12
1	Grade 1	7	Grade 7	12+	12+
2	Grade 2	8	Grade 8	None	None

a. Grades are not required when importing students into the database. However, in STAR Early Literacy, STAR Math, and STAR Reading, grades are required in order to test students; grades are also helpful in other Renaissance Place products. Grades are also required when you add or edit students in Renaissance Place, so if you edit a student's information after importing the student, you must select a grade. Refer to your software manuals for more information.

b. Entering a code that does not appear in this table will cause the Student Grade to default to "None."

Table 10: Language

Code	Language	Code	Language	Code	Language
ARA	Arabic	HMG	Hmong	POR	Portuguese
CAN	Chinese: Cantonese	JPN	Japanese	RUS	Russian
MND	Chinese: Mandarin	CAM	Khmer	SCC	Serbo-Croatian
CHI	Chinese: Unspecified	KOR	Korean	SPA	Spanish
ENG	English	LAO	Lao	TAG	Tagalog or Filipino
FRE	French	MAY	Malay	URD	Urdu
GER	German	NAV	Navajo	VIE	Vietnamese
GUJ	Gujarati	OTH	Other		
CRP	Haitian Creole	POL	Polish		

Table 11: Personnel Position

Code	Position
T	Teacher
P	Principal
S	Other School Staff

Table 12: Course/Class Subjects

Code	Subject
ENG	English
ELA	English/Language Arts
LA	Language Arts
MATH	Math
RDG	Reading
RE/WR	Reading/Writing
SE	Special Education
WR	Writing

Additional Preparation Instructions

For Your Files

- Every row of data in the file must be a single record.
- There can only be one header row for a set of records, and every header in the row must be unique (see Tables 3–5 on page 268). If you have accidentally included more than one header row, the *first* one in the file will be chosen as the header. If that row is not the correct header row, select the correct row during the import (see Step 7 on page 225).
- If the files you are importing have columns of data that cannot be imported (not one of the 25 types allowed), you can either remove that data from the files, or you can create a fake header for that data (like **XYZ** or **DoNotImport**) and instruct the program to ignore that column during the import (see Step 8 on page 226).
- It is possible to combine *different* types of data (student, personnel, or class) into a single record. You cannot do this with the same types of data: for example, a record could have a student and a class in it, but not a student and another student. The software will interpret records with multiple data types as follows:

Types of Data Present in a Record[a]	Example (Header and Record)	Interpretation During the Import: "This is a..."
Student data + class data	SLast,SFirst,Course,Class Roberts,Timothy,English,Creative Writing	Student record for Timothy Roberts, who is enrolled in Creative Writing (a class in the English course).
Personnel data + class data	TLast,TFirst,Course,Class Andrews,Sally,English,Creative Writing	Personnel record for Sally Andrews, who is assigned to Creative Writing (a class in the English course).
Student data + personnel data + class data[b]	SLast,SFirst,TLast,TFirst,Course,Class Roberts,Timothy,Andrews,Sally,English,Creative Writing	Student record for Timothy Roberts, who is enrolled in Creative Writing—a class in the English course which Sally Andrews is assigned to.
Student data + personnel data	SLast,SFirst,TLast,TFirst Roberts,Timothy,Andrews,Sally	Student record for Timothy Roberts. Personnel record for Sally Andrews.[c]

a. A single row of data.

b. This is the best type of file because it allows you to import students and personnel, enroll students into classes, and assign personnel to classes all at once.

c. A student record and a personnel record can only be "joined" by a class record. The result of *this* import would be the same as importing two separate records, one for the student and one for the personnel member.

Note: The addition of class data to student data and/or personnel data will affect the options you can choose during the import process (see Step 10 on

page 227).

- Every row must have the same number of items in it, in the same order as the header row. If pieces of information are unavailable for a record, "placeholders" (empty table cells, commas, or tabs) should be used to make the number of items in each row the same. One of the ways the software determines if a row of data should be imported or not is by counting the number of items in *every* row and seeing how many the majority of the rows have. That majority is considered the "standard" number of items, and any record that has more or fewer items than that will be ignored during the import.

For Renaissance Place

- In order to import information into Renaissance Place, at least one school year will need to be set up and there must be at least one school. See "Adding School Years" on page 43.
- One of the first steps during an import is selecting a school year to import the data into; later in the process you can narrow this down to a specific marking period if you have created any and are importing class data. (If not, the school year will be used.) To create a marking period, see "Defining Marking Periods" on page 15.

The next two pages show examples of files before and after preparation for import.

.txt or .csv File (in Plain-Text Editor), Comma-Separated Values: Before Preparation

In the example on the next page, each row has two types of data: a student and a personnel member. Since there is no class data included (see page 272), two separate, unrelated records will be created in Renaissance Place for each row during this import: a student record and a personnel record.

Ⓐ
Ⓑ `Knight,Bethany,Lynn,F,January 10 2003,NNM15K,Hendricks,Shelley,Anne,TZP27N`
Ⓒ `Bass,Chancellor,Herbert,M,08/13/2003,HOT80F,Nolan.Julie,Johanna,JCZ10O`
Ⓓ `Sharp,Aretha,Christina,01/31/2002,GWJ54C,F,Justice,Wyatt,Kevin,MEU82T`
Ⓔ `Johns,Holly,Olivia,F,04/26/2004,MIR71A,Talley,Jason,Humbert,LJS85M`
Ⓕ `Ware,Kylie,Erasmus,M,03/09/2004,ZKT47K,Wiley,Kylan,Alan,`
Ⓖ `Osborn,Ila,Dierdre,F,06/10/2004,ZQV90O,,Warren,Hannah,Huntington,BLX83T`

Ⓐ The file doesn't have a header row.

Ⓑ The student's birth date is formatted incorrectly.

Ⓒ A period is used instead of a comma to separate *Nolan* from *Julie.* This will cause two problems:

- The program will not realize that these are two separate names.
- When the number of items in each row are counted to determine what the "standard" number is, it will count these two names as a single item, throwing off the item count for that row.

Ⓓ The gender (F) is in the wrong place, after the ID, instead of before the birth date like the others.

Ⓔ No problems.

Ⓕ Watch out for extra delimiters at the end of rows. The comma at the end of this row is correct if the second person in the record (Kylan Alan Wiley) has no ID; the comma will be interpreted as an "empty cell" and included when counting the number of items in the row.The comma is *incorrect* if the person has an ID but it has not been entered into the database.

Ⓖ In this row, there is an extra comma after the first ID (ZQV90O). The program will count this as an "empty cell," throwing off the item count for the row.

The current item count for each row would be Ⓑ = 10, Ⓒ = 9, Ⓓ = 10, Ⓔ = 10, Ⓕ = 10, and Ⓖ = 11. The program would therefore consider 10 to be the standard number of items in a row, and any rows with more than 10 items (Ⓖ) or less than 10 items (Ⓒ) will be ignored during the import.

The Same File, After Preparation

Ⓐ `SLast,SFirst,SMiddle,SGender,SBirthday,SID,TLast,TFirst,TMiddle,TID`
Ⓑ `Knight,Bethany,Lynn,F,01/10/2003,NNM15K,Hendricks,Shelley,Anne,TZP27N`
Ⓒ `Bass,Chancellor,Herbert,M,08/13/2003,HOT80F,Nolan,Julie,Johanna,JCZ10O`
Ⓓ `Sharp,Aretha,Christina,F,01/31/2002,GWJ54C,Justice,Wyatt,Kevin,MEU82T`
Ⓔ `Johns,Holly,Olivia,F,04/26/2004,MIR71A,Talley,Jason,Humbert,LJS85M`
Ⓕ `Ware,Kylie,Erasmus,M,03/09/2004,ZKT47K,Wiley,Kylan,Alan,AWA42S`
Ⓖ `Osborn,Ila,Dierdre,F,06/10/2004,ZQV90O,Warren,Hannah,Huntington,BLX83T`

.xls, .xlsx, or .csv File (in Excel): Before Preparation

In this example, each row has three types of data (student, personnel, and course/class). This means that three separate records will be created from each row during the import—a student record, a personnel record, and a course/class record; additionally, the student will be enrolled in the class, and the personnel member will be assigned to the class.

	SFirst	SLast	SBirthday	SGrade	Gender	TFirst	TLast	Gender	Course	Class
Ⓘ	Kyra	Barrera	03/04/2003	1st	F	John	Cantu	M	Reading	Young Readers I
Ⓙ	Colt M.	Pollard	12/14/2002	2	M	Hanae	Steele	F	Math	Add It Up!
Ⓚ	Yvonee	Sims	04/13/20003	1	M	Dora	Shepard	F	Reading	Story Share
Ⓛ	Kiayada	Benson	09/07/2003	1	F	Johnny	Cantu	M	Reading	Young Readers I
Ⓜ	Martin	Mann	10/13/2004	K	M	Dora	Shepard	F	Reading	“Story Time”
Ⓝ	Nyssa	Howard	05/09/2002	2	F	Alvin Beasley		M	Math	Productivity
Ⓞ	Chad	Estes	10/22/2002	2	M	Brent	McKay	M	Math	Divide and Conquer!

Ⓗ Two of the headers are identical (Gender, above the fifth and eighth columns).

Ⓘ The student grade (SGrade) should be numerical like the others, not an ordinal symbol.

Ⓙ A middle initial has been included with the student’s first name (SFirst).

Ⓚ The student’s birthday (SBirthday) has an extra “0” in the year.

Ⓛ If the teacher “Johnny Cantu” (TFirst and TLast) is the same person as “John Cantu” (in row Ⓘ), then either “John” or “Johnny” should be used for both entries.

Ⓜ The name of the class (Class) has quotes around it; *all* characters in a cell will be included in the import, so make sure there are no unintentional punctuation marks or word spaces.

Ⓝ The teacher’s first name and last name are in a merged cell.

Ⓞ The class name (Class) has a hard return before it; this *may* cause a problem during the import.

The Same File, After Preparation

	SFirst	SLast	SBirthday	SGrade	SGender	TFirst	TLast	TGender	Course	Class
I	Kyra	Barrera	03/04/2003	1	F	John	Cantu	M	Reading	Young Readers I
J	Colt	Pollard	12/14/2002	2	M	Hanae	Steele	F	Math	Add It Up!
K	Yvonee	Sims	04/13/2003	1	M	Dora	Shepard	F	Reading	Story Share
L	Kiayada	Benson	09/07/2003	1	F	John	Cantu	M	Reading	Young Readers I
M	Martin	Mann	10/13/2004	K	M	Dora	Shepard	F	Reading	Story Time
N	Nyssa	Howard	05/09/2002	2	F	Alvin	Beasley	M	Math	Productivity
O	Chad	Estes	10/22/2002	2	M	Brent	McKay	M	Math	Divide and Conquer!

Glossary

Italic words in definitions are cross-references to other glossary terms.

Term	Definition	Related Information
access request	A request from the *parent* or guardian of a *student* to access Renaissance Place in order to view *reports* and other information about the student's performance. The parent submits an access request by selecting **Request Parent/Guardian Access** on the parent login page.	▸ How Parents Log In to Renaissance Place, page 130 ▸ How Parents Request Access to the Software, page 127 ▸ Alerts, page 4 ▸ Managing Parents, page 127
capability	The ability to perform certain tasks in the Renaissance Place product or other programs. Default capabilities are assigned to people based on what *user group* they belong to, but they can be changed (either for individuals or for user groups, and also for existing users or new users).	▸ Managing Capabilities, page 56 ▸ Table of Default Capabilities, page 63
capacity	The number of *students* that are allowed to use Renaissance Place products. Capacity limits can be purchased or tracked either at the *school* level or *district* level. Additional capacity can be purchased when necessary.	▸ About Student Capacity, page 250
characteristic	An attribute assigned to a *student* (e.g., gifted/talented, physically disabled, Title I). Several standard characteristics are included in Renaissance Place; custom characteristics can also be created.	▸ Editing the Characteristics Assigned to One Student, page 104 ▸ Adding Student Characteristics, page 106
class	A session in which the subject of a *course* is taught. One primary teacher is selected for a class, and team teachers may be added. Students are added to (enrolled in) a class. Classes may be *complete* (with a teacher, products, and students) or *incomplete*.	▸ Adding Classes and Enrolling Students in the Classes, page 26 ▸ Editing Classes, page 150 ▸ Enrolling or Unenrolling a Student from Classes, page 113 ▸ Managing Classes, page 143 ▸ Complete and Incomplete Classes, page 145 ▸ Assigning Products to Classes, page 148 ▸ Adding or Removing Team Teachers for a Class, page 154 ▸ Copying Classes from a Previous School Year, page 146
class enrollment	The assignment of one or more *students* to a specific *class*. A student can be enrolled in a school and not have any class enrollments, but a student enrolled in a class must be enrolled in the school that class takes place in.	▸ Enrolling or Unenrolling a Student from Classes, page 113 ▸ Adding or Removing Students in Classes, page 152

Term	Definition	Related Information
client software	Additional software that must be downloaded from Renaissance Place in order to use certain products and/or hardware, such as AccelScan and Renaissance Responder.	▶ Checking Software Requirements, page 29
complete classes	Complete classes have a *primary teacher*, students enrolled, and *products* selected/assigned. These are the classes that can use the software. Incomplete classes are missing the primary teacher, students, or products, so they cannot use your Renaissance Place products.	▶ Complete and Incomplete Classes, page 145 ▶ Editing Classes, page 150 ▶ Adding or Removing Students in Classes, page 152 ▶ Assigning Products to Classes, page 148
consolidation log	A type of *report* that is automatically generated every time a *data* consolidation is run. It tells when the consolidation was run and lists any errors that may have occurred.	▶ Consolidating Data on Demand, page 159 ▶ Viewing the Consolidation Log, page 160 ▶ What to Do If You Can't Print Consolidated Reports, page 216
consolidation schedule	A specific time chosen to run a data consolidation so that the most current information will appear on Consolidated *reports.* There is a consolidation scheduled by default at 2:00 A.M. every day, but this schedule can be changed.	▶ Consolidating Data on Demand, page 159 ▶ Setting Up a Consolidation Schedule, page 160 ▶ Reconsolidation, page 162
course	A program of study for one subject which *class*es are added to. For example, there could be three different classes (First Period, Second Period, and Third Period) in a single Second-Grade Math course.	▶ Managing Courses, page 138 ▶ Adding Courses, page 25 ▶ Adding Classes and Enrolling Students in the Classes, page 26
dashboard	A Renaissance Place page that provides quick overviews of how specific *school*s, grades, groups, etc. are performing with regard to various goals and benchmarks.	▶ Renaissance Place Dashboard, page 239
data	All of the information that Renaissance Place keeps track of, including information about the *district*, *school*s, personnel, *course*s, *class*es, and *student*s.	▶ Consolidating Data, page 159 ▶ Including External Sources of Data in Consolidated Reports, page 168 ▶ Set the Data Editing Restrictions Preference, page 252
database	The computer (server) where all Renaissance Place data is stored. An **external** database is a separate database where additional information might be kept. For some types of data, it is possible to import data into Renaissance Place from an external database.	▶ Importing Personnel Information into the Database, page 68 ▶ Importing Student Information into the Database, page 92 ▶ Importing Courses into the Database, page 139 ▶ Importing Classes into the Database, page 145
day off	A day in which *school* is not in session, such as a holiday or a *teacher* in-service. Days off do not include weekends.	▶ Defining Days Off, page 18 ▶ Copying Days Off from a Previous School Year, page 51 ▶ Viewing Days Off, page 53

Term	Definition	Related Information
deactivated	See *inactive (deactivated)*.	
deleted (erased)	▸ A deleted *record* is one that has been removed from the Renaissance Place *database*. The program no longer uses it and cannot access it. ▸ Attempting to delete a record that has certain types of data associated with it may cause the record to become *inactive (deactivated)* instead. ▸ A deleted record cannot be reclaimed. ▸ Records for personnel members, *student*s, *parent*s, *course*s, and *class*es can be deleted. Compare to *inactive (deactivated)* and *permanently removed.*	▸ Deleting or Inactivating Personnel, page 83 ▸ Deleting Students, page 122 ▸ Deleting Parents, page 136 ▸ Deleting Courses, page 141 ▸ Deleting Classes, page 157
district	A geographical division with specified limits whose *school*(s) are administered by a local board of education.	▸ Changing District Information, page 42 ▸ Current (Default) School Year, page 46 ▸ Editing District Personnel Assignments, page 82
district administrator	The head of a *district* (the district superintendent and/or assistant superintendent).	▸ The User Groups in Renaissance Place, page 56 ▸ Table of Default Capabilities, page 63
district shared	A *capacity* type that allows *school*s within a *district* to share capacity for a product.	▸ About Student Capacity, page 250
district staff	Non-administrative personnel whose job functions may range across several *school*s in a *district* (e.g., personnel director, admissions director, district secretary).	▸ The User Groups in Renaissance Place, page 56 ▸ Table of Default Capabilities, page 63
enrollment	See *class enrollment* and *school enrollment*.	
enterprise	A type of *license model*. The enterprise model provides access to all content and includes enhanced features for some products. The enterprise model is not available for all products.	
export file	A *data* file that has been exported from one program so that it can be imported into Renaissance Place. Some of the desktop versions of Renaissance Learning products can create export files for this purpose.	▸ Importing Data from Other Sources, page 11 ▸ Importing a Renaissance Place Export File, page 219 ▸ Importing an Export File from a Renaissance Learning Desktop Product, page 222 ▸ Including External Sources of Data in Consolidated Reports, page 168
erased	See *deleted (erased).*	

Term	Definition	Related Information
inactive (deactivated)	▶ An inactive *record* is still in the Renaissance Place *database,* but is normally not used by the program. ▶ Attempting to delete a record that has certain types of data associated with it may cause the record to become inactive instead. ▶ An inactive record can be *reactivated (restored)*. ▶ Some Renaissance Place search functions allow the inclusion of inactive records—this can be helpful if you need to reactivate a record but cannot remember all of the details in it. ▶ Records for personnel members, *students, parents, courses,* and *classes* can be inactivated. Compare to *deleted (erased)* and *permanently removed*.	▶ Deleting or Inactivating Personnel, page 83 ▶ Deleting Students, page 122 ▶ Deleting Parents, page 136 ▶ Deleting Courses, page 141 ▶ Deleting Classes, page 157 ▶ Reactivating Personnel, page 85 ▶ Reactivating a Student, page 124
incomplete classes	Incomplete classes are missing the *primary teacher*, students, or *products*. These classes cannot use your Renaissance Place products. *Complete classes* have all three and can use the software.	▶ Complete and Incomplete Classes, page 145 ▶ Adding or Removing Students in Classes, page 152 ▶ Assigning Products to Classes, page 148 ▶ Editing Classes, page 150
lead (teacher)	When you add *team teachers* for a class, you choose which teachers can use each product with the class, and then you choose which teacher is the Lead for each product. The Lead teacher for a product is the one who is shown as the teacher of the class on reports for that product. You do not choose a Lead teacher for classes that have *only* the *primary teacher* selected (with no team teachers); that teacher is automatically the Lead teacher for all products selected for the class.	▶ Adding or Removing Team Teachers for a Class, page 154
license model	The type of software license a *school* or *district* has purchased, which determines how the software can be used.	▶ Alerts, page 4 ▶ About Student Capacity, page 250
marking period	A span of time during a *school year.* Many Renaissance Place *reports* can be customized to show *data* from a particular marking period, and some products (like Accelerated Reader and Accelerated Math) have goals based on marking periods.	▶ Defining Marking Periods, page 15 ▶ Copying Marking Periods from a Previous School Year, page 48 ▶ Viewing Marking Periods, page 50

Term	Definition	Related Information
option	A choice made by a user to change the way the program functions or the kinds of *data* accessed. Each Renaissance Place *report* has a number of options that can be chosen in order to narrow down the data presented in the report. Compare to *preference*.	▶ Switching Roles from the Home Page, page 6 ▶ Working in a Different School Year, page 47 ▶ Report Descriptions, page 169 ▶ Printing Consolidated Reports, page 180
parent	The mother, father, or legal guardian(s) of a *student*.	▶ How Parents Request Access to the Software, page 127 ▶ Managing Parents, page 127 ▶ School-to-Home Report (for Parents), page 208 ▶ Security Options for Students and Parents, page 255 ▶ Process Access Requests from Parents, page 258 ▶ Unlocking Parent Accounts, page 135
permanently removed	▶ A permanently removed *student record* is one that has been completely removed from the Renaissance Place *database*. ▶ A grace period is built into the software, allowing a permanently removed record to be *recovered* within 30 days of its removal. After those 30 days have passed, the record cannot be recovered. ▶ Only student records can be permanently removed. Compare to *deleted (erased)* and *inactive (deactivated).*	▶ Editing Multiple Students, page 109 ▶ Recovering Student Records, page 112
preference	Preferences, when selected, determine what program functions are available or unavailable throughout an entire *school* or *district* (unlike *options,* which are usually temporary and only affect the person choosing them).	▶ Current (Default) School Year, page 46 ▶ Blocking Reports Based on Characteristics or Ethnicity, page 168 ▶ Set the Data Editing Restrictions Preference, page 252 ▶ Set Login Attempts Allowed, page 254 ▶ Security Options for Students and Parents, page 255

Term	Definition	Related Information
primary teacher	The primary teacher is the main teacher for each class; when you add or edit a class, you must select a primary teacher before you save the class. If you import classes without a primary teacher specified, those classes will be listed as *incomplete classes*. *Team teachers* can also be added to a class so they can view class information and work with the class. When you add team teachers, you choose which teacher is the Lead for each product; the Lead may be a primary or team teacher.	▶ Adding Classes and Enrolling Students in the Classes, page 26 ▶ Editing Classes, page 150
products	The individual programs that are used with Renaissance Place and are part of the Renaissance Place suite, such as Accelerated Reader, Accelerated Math, and the STAR products.	▶ Renaissance Place products, page 1 ▶ Assigning Products to Classes, page 148 ▶ STAR State Performance Report—District, page 210 ▶ STAR Summary Report, page 212 ▶ Subscriptions and Student Capacity, page 250 ▶ Checking Software Requirements, page 29
reactivated (restored)	▶ A *record* that was *inactive (deactivated)* but has been brought back into use by the program. ▶ Any type of inactive record (*school,* personnel, *student, parent, course,* or *class*) can be reactivated. ▶ The most common method of reactivating an inactive record is to add a new record with the same information as the inactive record. The user has the opportunity to continue adding a new record or reactivate the inactive one. Compare with *recovered.*	▶ Reactivating Personnel, page 85 ▶ Reactivating a Student, page 124 ▶ Reactivating Parents, page 137 ▶ Reactivating Courses, page 142 ▶ Reactivating Classes, page 158
record	A collection of *data* about an individual *student* or personnel member.	▶ Importing Data from Other Sources, page 11 ▶ Managing Personnel, page 67 ▶ Importing Personnel Information into the Database, page 68 ▶ Managing Students, page 89 ▶ Importing Student Information into the Database, page 92
recovered	A *student record* that was *permanently removed* but reclaimed before the 30-day grace period expired. Compare with *reactivated (restored).*	▶ Recovering Student Records, page 112

Term	Definition	Related Information
report	A customized analysis of various pieces of Renaissance Place *data,* often including charts and graphs. Renaissance Place reports are called **Consolidated** reports. Individual products have their own reports, with their own *option*s and methods of generation.	▶ Managing Data Imports, page 217 ▶ Report Descriptions, page 169 ▶ Printing Consolidated Reports, page 180 ▶ School-to-Home Report (for Parents), page 208 ▶ What to Do If You Can't Print Consolidated Reports, page 216
reporting parameter group	A customized group made of *student*s with similar properties, such as ethnicity, gender, and grade. Reporting parameter groups can be saved so that *reports* for the same group of students can be run for comparison over time.	▶ Reporting Parameter Groups, page 166 ▶ Blocking Reports Based on Characteristics or Ethnicity, page 168
reporting period	Similar to a *marking period*, except that Renaissance Place's reporting periods are **only** used when generating Consolidated *report*s, while marking periods can have other functions.	▶ Adding Reporting Periods for Consolidated Reports, page 20 ▶ Editing Reporting Periods, page 163 ▶ Deleting Reporting Periods, page 165
restored	See *reactivated (restored).*	
school	A building or group of buildings where *class*es are taught to *student*s. A *district* is made up of schools located within a specified area that are all administered by a board of education.	▶ Managing Schools, page 54 ▶ Editing Personnel School Assignments, page 80 ▶ Editing Students' School Enrollment, page 97 ▶ Editing Multiple Students, page 109
school administrator	A personnel member who serves in an administrative capacity at a *school* (principal, assistant principal, intervention specialist, or librarian/reading coordinator).	▶ Switching Roles from the Home Page, page 6 ▶ The User Groups in Renaissance Place, page 56
school assignment	The assignment of a personnel member to a *school*. Personnel members can be assigned to more than one school in a *district*.	▶ Editing Personnel School Assignments, page 80
school enrollment	The assignment of a *student* to a specific *school*. A student can be enrolled in more than one school in a *district*.	▶ Editing Students' School Enrollment, page 97 ▶ Editing Multiple Students, page 109
school level	A *capacity* type that limits capacity for a program to individual *school*s.	▶ About Student Capacity, page 250
school staff	Non-administrative personnel members other than *teacher*s that are assigned to a *school* (e.g., school secretary, guidance counselor, athletic director).	▶ Switching Roles from the Home Page, page 6 ▶ The User Groups in Renaissance Place, page 56

Term	Definition	Related Information
school year	A single full-length *school* session, usually running from August/September of one calendar year to May/June of the following one. The starting and ending dates for a school year typically change from one calendar year to the next. School years are sometimes divided into quarters, semesters, and/or trimesters; summer sessions may also be considered a part of a school year.	▶ Managing School Years, page 43 ▶ Working in a Different School Year, page 47 ▶ Copying Classes from a Previous School Year, page 146
serial number	A number which, when registered by Renaissance Learning, allows a *school* or *district* to use any products they have purchased.	—
server administrator	The server administrator is the person(s) at the *school* or *district* responsible for performing tasks such as checking the software requirements at school computers, importing *data*, setting data restrictions, or choosing access and security settings. The server administrator may have a different title in the district or school, such as IT specialist.	▶ Tools to Help You with Renaissance Place, page 6 ▶ Checking Software Requirements, page 29 ▶ Setup Checklist for District Administrators, School Administrators, and Non-Teaching Staff, page 12 ▶ Importing Personnel Information into the Database, page 68 ▶ Importing Student Information into the Database, page 92 ▶ Importing Courses into the Database, page 139 ▶ Importing Classes into the Database, page 145 ▶ Set the Data Editing Restrictions Preference, page 252 ▶ Access and Security, page 254
service	A type of *license model*. The service model is available for all products, which provides standard features and requires content to be purchased separately for some products.	
software update	Renaissance Place applies updates to your products to fix problems or add new features.	
student	A pupil enrolled in one or more *classes* in a *school*. Students can be enrolled in more than one school in a *district*.	▶ Logging In as a Student, page 35 ▶ Managing Students, page 89 ▶ Assigning Students to Parents, page 133 ▶ Security Options for Students and Parents, page 255
subscription information	A list of the products registered for a *school* or *district*, along with the *serial numbers,* subscription dates, and *capacity* available.	▶ About Student Capacity, page 250
supporting software	Third-party software that is used by some Renaissance Place products, such as Adobe Reader and Adobe Flash Player.	▶ Checking Software Requirements, page 29

Term	Definition	Related Information
teacher	A personnel member assigned to instruct one or more *classes,* either as a *primary teacher* (every class must have one) or a Team teacher. Teachers can be assigned to multiple classes and to more than one *school* in a *district*.	▶ Switching Roles from the Home Page, page 6 ▶ The User Groups in Renaissance Place, page 56 ▶ Editing Classes, page 150 ▶ Adding or Removing Team Teachers for a Class, page 154
team teachers	Team teachers can be added to *classes*, but they are not required for classes. Team teachers can view class information and work with classes. When you add team teachers, you can choose which teacher (the *primary teacher* or one of the team teachers) is the Lead for each product; that is the teacher who will be shown on reports for that product. You can add and remove team teachers when you edit classes or select **Add/Remove Team Teachers** for that class in the list of Complete or Incomplete Classes.	▶ Adding or Removing Team Teachers for a Class, page 154 ▶ Editing Classes, page 150
user group	A user group is a set of people who hold particular positions within a *school* or *district*. The user group a person belongs to determines what capabilities that person has in the Renaissance Place program. The user groups are *district administrators, district staff, school administrators, school staff, teachers, students,* and *parents.* A person can belong to more than one user group (e.g., a school staff member who also teaches *classes*).	▶ Switching Roles from the Home Page, page 6 ▶ The User Groups in Renaissance Place, page 56 ▶ Table of Default Capabilities, page 63
widget	A small piece of HTML code that can be added to a web page in order to display information about Renaissance Place. For example, an Accelerated Reader widget could be added to the home page of a *school's* website so visitors can see how many books the *students* have read so far during the *school year*.	▶ Widgets, page 247

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About Renaissance Learning

Renaissance Learning is a leading provider of cloud-based assessment and teaching and learning solutions that fit the K12 classroom, raise the level of school performance, and accelerate learning for all. By delivering deep insight into what students know, what they like, and how they learn, Renaissance Learning enables educators to deliver highly differentiated and timely instruction while driving personalized student practice in reading, writing, and math every day.

Renaissance Learning leverages top researchers, educators, content-area experts, data scientists, and technologists within a rigorous development and calibration process to deliver and continuously improve its offerings for subscribers in over one-third of U.S. schools and more than 60 countries around the world.

Renaissance Learning™
P.O. Box 8036 | Wisconsin Rapids, WI 54495-8036
(800) 338-4204 | www.renaissance.com

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